THE AMERICAN ARCHIVIST

Volume V APRIL, 1942 Number 2

THE FRENCH FOREIGN OFFICE RECORDS UNDER THE THIRD REPUBLIC

THE French have long regarded their foreign office archives as the brightest jewel among their archival depositories. In its first report to the foreign minister, the Commission des archives diplomatiques, which has been charged with the administration of this depository since 1880, referred to the records kept there as the "papers of a Ministry where, par excellence, history is made." In its last report, the commission praised the collection as being unequalled in Europe in the value of the material and the beauty of the volumes. Nor are such opinions unwarranted. If the proof of the pudding is in the eating thereof, so can the importance and value of an archival depository be determined somewhat by the extent to which its records are consulted. On this score, the records of the French foreign office rank high. Of all depositories in Europe, that of the Quai d'Orsay has probably been the most used by foreigners. Indeed, from 1914 to 1936 foreign researchers increased to the point where they always numbered one-half and sometimes two-thirds of the clientele. The largest single group of them came from the United States. But now war prevents visits to the Quai d'Orsay. It seems fitting, therefore, to describe at the present time the program and policy of the Commission des archives diplomatiques over a span of years that coincides roughly with the life of the Third French Republic. The thirteen reports issued by the commission form the basis of this paper.[1]

[1] *Rapports sur les travaux de la Commission des archives diplomatiques pendant les années 1880-1881-1882* (Paris, 1883); *Rapport . . . pendant l'année 1883* (Paris, 1884); *Rapport . . . 1884* (Paris, 1885); *Rapport . . . 1885* (Paris, 1886); *Rapport . . . 1886* (Paris, 1887); *Rapport . . . pendant les années 1887 et 1888* (Paris, 1889); *Rapport . . . 1889 et 1890* (Paris, 1891); *Rapport . . . 1891 et 1892* (Paris, 1893); *Rapport . . . 1893 et 1894* (Paris, 1895); *Rapport . . . 1894 à 1904* (Paris, 1904); *Rapport . . . 1905 à 1907* (Paris, 1909); *Rapport . . . 1908 à 1920* (Paris, 1921); *Rapport . . . 1921 à 1936* (Paris, 1937). A brief description of the French foreign office records, together with a list of the transcripts and facsimiles of those relating to United States history in the Library of Congress, is given in S. F. Bemis and G. G. Griffin, *Guide to the Diplomatic History of the United States, 1775-1921* (Washington, 1935), 915-917, 920.

I

When the commission began its operations, the records of the French foreign office were already divided into three main groups: (1) Political Correspondence (*Correspondance politique*), that is, the correspondence between the foreign minister and the French diplomatic agents, (2) Memoirs and Documents (*Mémoires et documents*), consisting of a variety of papers which lie outside the first group, and (3) Consular Correspondence (*Correspondance consulaire*). A part of these records was already bound into volumes —the practise of binding had been followed by the French foreign office for more than a century—but nothing seems to have been done toward numbering and paginating volumes and stamping each document in a volume. In view of losses in the past from theft, the commission at once adopted a policy of numbering and paginating volumes and stamping documents in them. Work began in 1880 on the group Memoirs and Documents; and in 1884 a part of the Political Correspondence was subjected to the same attention.[2] The early reports of the commission contain details regarding the progress of these measures for safeguarding the records. By 1894, the commission could foresee the completion of this undertaking so far as the Political Correspondence and the Memoirs and Documents were concerned, and it declared its intention of turning next to the Consular Correspondence.[3] The next report announced the actual completion of the undertaking with the numbering, stamping, and paginating of the sixteen thousand volumes in these two collections; it urged a policy of classifying and binding the eight thousand cartons of Consular Correspondence, which could then also be numbered, paginated, and stamped.[4]

In 1909 the Consular Correspondence was opened to researchers for the period prior to 1791. In anticipation of this event, the staff classified and bound part of the collection. This work continued apace, with the result that by the end of 1920 the bound volumes numbered 885.[5] In 1931 a new program was initiated for binding only the more important of the unbound documents antedating 1900. These papers were expected to amount to four thousand or five thousand volumes.

In the meantime the adoption of a subject filing system by the

[2] *Rapport . . . 1884*, 8.
[3] *Rapport . . . 1893 et 1894*, 8.
[4] *Rapport . . . 1894 à 1904*, 8.
[5] *Rapport . . . 1908 à 1920*, 8.

operating bureaus of the foreign office had led to a cessation of the traditional policy of binding the Political Correspondence (1896).[6] The Commission des archives diplomatiques evidently disapproved of binding papers by subject. In its last report it pleaded the advantages of the chronological method of arrangement and urged the resumption of binding according to this system. By 1937, however, the commission was willing to consider binding more important than the arrangement of the individual papers.[7]

II

If the first duty of the archivist is to preserve and protect the records under his care, the second duty is to describe the records in such wise that they can be used, to provide them with suitable finding mediums. An archival depository which has remained at or sunk to the level of a mere document storehouse is virtually useless. Those who guided the destinies of the French foreign office records early showed that they were alert to this second duty—they determined to make the records as available as possible by means of the inventory. Two kinds of inventory were devised, one to serve the needs of the department, the other to serve historical scholars. The second kind, which is printed (the first apparently is not), need only concern us here.

Two types of printed inventory have been produced—the summary (*Inventaire sommaire*) and the analytical (*Inventaire analytique*). The summary inventory, containing brief descriptions of the records, has been applied to both the Memoirs and Documents and to the Political Correspondence. It required three volumes to treat the papers antedating 1830 in the Memoirs and Documents collection.[8] Work on the first, covering the *Fonds France,* that is, the papers dealing with domestic affairs, was pressed with such vigor that the summary inventory for it appeared as early as 1883.[9] An inventory for the *Fonds divers,* which consists of papers dealing with foreign affairs, was published in 1892 (460 pp.).[10] And four years later

[6] *Rapport . . . 1921 à 1936,* 6-7.

[7] *Ibid.,* 7.

[8] This collection embraces more than four thousand volumes. *Rapport . . . 1894 à 1904,* 11.

[9] *Inventaire sommaire des archives du Département des Affaires Étrangères. Mémoires et Documents: France* (Paris, 1883). Among the records described in this volume are the Joseph Bonaparte papers.

[10] *Inventaire sommaire des archives du Département des Affaires Étrangères. Mémoires*

the commission published a supplementary volume which treated the material in both fonds not covered in the first two volumes, together with new accessions of records dating down to July 31, 1830.[11] Then publication of the summary inventory for the Memoirs and Documents ceased. In its last report the commission announced that another supplementary volume was practically ready for the press.[12] It presumably covers the period 1830 to 1871, the date to which the foreign office is now open to research, but it has not appeared.

Work on the summary inventory for the Political Correspondence did not begin until 1898 because, although these records were the principal collection in the depository, the less complicated arrangement of the documents made research easier than in the Memoirs and Documents. In preparing the inventory the countries with which France has had diplomatic relations were taken up in alphabetical order. The first volume of the inventory appeared in 1903. It treated two thousand volumes of correspondence between the foreign minister and the French envoys in Germany (Allemagne), England (Angleterre), Argentina (Argentine), and Austria (Autriche).[13] Part I of Volume II, published in 1908, covered Baden to Danzig. Then followed a long interlude of thirteen years until the inventory on Spain (Espagne) appeared at Part II of Volume II (1921). The inventory on the United States (Etats-Unis) was intended to form Volume III, but this volume, already printed in 1921,[14] has never been published.

The analytical inventory has been applied only to the Political Correspondence. Modeled on the English *Calendars of State Papers*,[15] it was designed to contain résumés of or selections from the correspondence of the French diplomatic agents. For a time indeed the commission hoped that this type of inventory would be sufficient for the well-arranged Political Correspondence. The first volume, edited by J. Kaulek, appeared in 1885 under the title *Correspondance politique de MM. de Castillon et de Marillac, ambassadeurs de France en Angleterre, 1537-1542*. The second volume, also edited by M. Kaulek, was published the next year. It was the first of six

et Documents: Fonds divers (Paris, 1892). The *Fonds divers* contain many papers relating to the United States and the West Indies.

[11] *Inventaire sommaire des archives du Département des Affaires Étrangères. Mémoires et Documents: Fonds France et Fonds divers supplément* (Paris, 1896).

[12] *Rapport . . . 1921 à 1936*, 9.

[13] *Inventaire sommaire des archives du Département des Affaires Étrangères. Correspondance politique: Allemagne à Autriche* (Paris, 1903).

[14] *Rapport . . . 1908 à 1920*, 17-18.

[15] *Rapport . . . 1921 à 1936*, 9.

on the *Papiers de Barthélemy, ambassadeur de France en Suisse, 1792-1797*. But with the publication of the ninth volume in the series in 1910, the commission abandoned the project of issuing analytical inventories. Lack of interest in this type of inventory was a contributory cause.[16]

So much for inventories. Unable to continue publication of this kind of finding medium, the commission decided in the case of the Political Correspondence to resort to a less ambitious form, namely, an elementary guide. Such a guide, containing 510 pages, appeared in 1936 under the title *Etat numérique des fonds de la correspondance politique de l'origine à 1871*. It treated more than thirteen thousand volumes of manuscripts, and is intended to preclude useless searches as well as unnecessary handling of the volumes. It is not intended to be a substitute for the summary inventory, which, in the opinion of the commission, should be continued.

III

From the beginning the Commission des archives diplomatiques has not been content to make contacts with the learned world only through the publication of inventories and a guide. In addition to the material in the analytical inventory it has tried to make part of its other treasures available through the printing of long series of documents bearing on particular subjects. The first series undertaken was the instructions to the French ambassadors from 1648 to 1789. This *Recueil des instructions données aux ambassadeurs et ministres de France depuis les traités de Westphalie jusqu'a la Révolution française* first began to appear in 1884 with a volume on Austria. The second volume dealt with Sweden. By 1936 twenty-seven volumes had been published, and others were in preparation. It is interesting to note that the late Ambassador Jusserand, after his retirement from the embassy in Washington, edited the first two volumes on England.

Two other major series of published documents are those dealing with the diplomatic origins of the wars of 1870 and 1914. In 1910 appeared the first volume of *Les origines diplomatiques de la guerre de 1870-1871*. The twenty-ninth and last volume came off the press in 1932.[17] In the meantime the German government had published in forty volumes of documents its version of the causes of the World

[16] *Rapport . . . 1908 à 1920*, 19.

[17] The whole publication covers the period December 25, 1863, to August 10, 1870.

War as recorded in the diplomatic dispatches of the agents of the Imperial German government.[18] The British began to publish documents of like character in 1926.[19] Inspired or perhaps impelled by these examples, a special commission of the French foreign office in 1929 began to publish the *Documents diplomatiques français, 1871-1914*. Divided into three series, each with a different initial date, this publication by 1936 had reached twenty-eight volumes and one supplemental volume.

IV

The Commission des archives diplomatiques has always been very careful to inquire into the qualifications and purpose of those who desire to consult its records. Foreigners are required to get permission to do so through their embassies in Paris. By observing such precautions the commission has hoped to prevent the use of the records for polemical purposes or against the national interests of France. At the close of the century it refused, without apparent reason, to allow a young German scholar who was collecting material on the colonial policy of Napoleon to consult the Political Correspondence.[20] In recent years, however, control has threatened to slip from its hands in an unexpected way. Owing to the development of modern techniques of reproducing documents at small cost, it has become possible, particularly for foreign organizations equipped with abundant funds, to reproduce large groups of records and make them available to anyone who may wish to consult them. The commission considers this practise contrary to the letter and spirit of its ruling in regard to the reproduction of masses of documents. When M. Barthou was foreign minister, it was decided in principle that the mass reproduction of documents should not be authorized for the period after 1830.[21] All other requests to make such reproductions were to be decided upon each on its own merits.

Another development which gives the commission concern is the tendency among researchers, again particularly on the part of foreigners, to hire professionals to make researches for them or to

[18] *Die grosse Politik der europäischen Kabinette, 1871-1914* (Berlin, 1924-1927).

[19] *British Documents on the Origins of the War, 1898-1914* (London, 1926-).

[20] Gustaf Roloff, *Die Kolonialpolitik Napoleons I* (Munich and Leipzig, 1899), vii. Roloff's comment on his failure to get access to these records suggests Ranke's reaction to the inaccessibility of the Vatican archives when he was preparing his *History of the Popes*.

[21] *Rapport . . . 1921 à 1936*, 11.

copy documents. It desires the research to be purely personal. In a word, the commission in principle wishes to see in person at the central depository in the Quai d'Orsay all those who use its records. By the same token, it opposes the opening of the archives of the diplomatic and consular posts to research.

V

In concluding its last report, the commission makes a plea for the resumption of the "program of 1880." This means classifying, binding, and inventorying the documents as they are progressively opened to research. Such a program requires workers. And workers are precisely what the commission has woefully lacked. Some archival depositories have felt handicapped because their staffs have not been increased to meet growing demands. That of the French foreign office during the thirty years prior to 1936 suffered a diminution in personnel of three-fourths. No wonder the program of 1880 has been interrupted!

Perhaps the future historian will see in these thirteen reports of the Commission des archives diplomatiques a reflection of the rise and decline of the Third French Republic. Whatever he sees, it is an arresting fact that the finest work of the commission was done during the period when the republic was struggling for existence. A number of celebrated scholars such as Lavisse, Rambaud, Masson, Sorel, Aulard, and Hanotaux then served on the commission. But once the republic was thoroughly established at home and abroad it became niggardly about supplying funds for the care and preservation of its foreign office records, to say nothing of making provision for the publication of inventories.

To what extent is the program of 1880 praiseworthy or expedient in 1941? Every scholar who has used the inventories prepared under the direction of the Commission des archives diplomatiques can hardly fail to favor the continuation of such useful work. A good inventory saves him time and trouble. It also facilitates the servicing of the records. The commission's policy in favor of binding documents is another matter. No doubt binding is one of the best methods to ensure the preservation of manuscripts, and surely the researcher would prefer to use a bound volume rather than loose papers brought him in bundles or cartons. Yet the growing mass of modern records seem to compel the conclusion that the policy of binding is antiquated. Probably only a portion of the records can be bound in the future

and the selection must be made with the greatest care. The publication of modern documents will probably be curtailed also. If the publication of the instructions to the French ambassadors during the century and a half before the French Revolution, begun in 1884, is not yet complete, one can only imagine how long it would take to publish a similar series on the period since 1789.

The commission's protest against modern "streamlined" methods of research is worthy of comment. No doubt it has seemed alarming to the members of this learned body, rooted in tradition, to view the arrival of foreigners or Frenchmen in the pay of foreigners, intent on the reproduction of large groups of records for free use in another country. But is such reproduction truly alarming? Is there any evidence that documents reproduced in this manner have been used for polemical purposes or against the national interests of France? This writer knows of none. On the other hand, he can mention several American scholars—Childs, Logan, Setser—who by the aid of photostat copies of certain French foreign office records in the Library of Congress have produced books of such high quality that any country including France ought to be proud to claim them.[22] As for the printing of documents *in extenso*, such a volume as Turner's *Correspondence of the French Ministers to the United States, 1791-1797* has benefited innumerable students of the period without injuring France.

It is well to point out further that for a number of years—this may still be true—the scholar who visited the Quai d'Orsay in person was handicapped by the limited schedule of the search room. One could work there only in the afternoon from two to six. And from the middle of July to the end of August the search room was closed entirely. This situation was ruinous to the student who had time and means to spend only a summer in Paris. Such a student could scarcely be censured for wishing it were possible to consult photographic reproductions of the French foreign office records in his own country. Working conditions in American archives and libraries are certainly far superior to those in similar institutions in Europe.

This is not to say, however, that the commission's desire to see

[22] Frances Sergeant Childs, *French Refugee Life in the United States, 1790-1800: an American Chapter of the French Revolution* (Baltimore, 1940); Rayford W. Logan, *The Diplomatic Relations of the United States with Haiti 1776-1891* (Chapel Hill, 1941); Vernon G. Setser, *The Commercial Reciprocity Policy of the United States, 1774-1829* (Philadelphia, 1937).

the searcher in person at the Quai d'Orsay has no validity. History is not to be found in manuscripts alone. In a famous old city like Paris, it is in the palaces, the churches, the museums, in the public squares and gardens, the cemeteries, the bridges, it is in the very air. The American searcher feasts his eyes on all or part of these evidences of the creative spirit of the French people on his way to and from the Quai d'Orsay. And in the foreign office building paintings of scenes from the reigns of Louis Philippe and Napoleon III look down upon him as he toils up the stairway to the search room on the second floor. If he be vexed over the hours and the working facilities, let him rejoice the more over the advantages to be had in his own country. And when he returns, let him remember the points in which the French excel and thus help to keep us from ever becoming as provincial as the French, often justly, are accused of being. It would be a pity in fact, as Dr. Jameson once remarked, if our young scholars became so content to use photographic reproductions as to feel no urge to visit the countries which produced the original documents.

CARL LUDWIG LOKKE

The National Archives

FINDING MEDIUMS IN THE NATIONAL ARCHIVES: AN APPRAISAL OF SIX YEARS' EXPERIENCE[1]

ON November 8, 1935, the then small staff of the National Archives moved from temporary quarters into the massive structure which had been designed to serve as a long needed repository for the noncurrent and permanently valuable records of the government of the United States. It is not within my province, in discussing the subject which the chairman of your program committee has assigned to me, to undertake a detailed review of the problems which the National Archives has faced, or to enumerate its many accomplishments, during the almost six years which have intervened between that day and this. But it is necessary, by way of introduction, that I attempt a summary explanation of the fundamental difficulties which the infant institution necessarily faced and to describe briefly certain of its accomplishments. I do this in the hope that it will at least sketch for you the general framework of large-scale archival activity into which the making of finding mediums must be fitted as only one of many important parts.

In 1935 the United States was 159 years old, and for that many years it had been making records of its activities. As these activities increased so did record making. As a result, by 1935 the total volume of records of the federal government in Washington and the forty-eight states was some seven million cubic feet.

A part of the over-all problem of the National Archives was to secure at least a working knowledge of these records—to know where they were, what they were, something of the information recorded in them, the use that was and could be made of them, and the administrative history and functions and record-keeping activities of agencies that had created them. A part of the problem was to appraise these records, to distinguish between those of ephemeral administrative usefulness and those of permanent value. A part of the problem was to secure the legal transfer to the custody of the archivist and the physical transfer to the National Archives building of the noncurrent and permanently valuable portion of this great mass of records, and there, as a first necessity, to fumigate them, clean them,

[1] A paper read at the fifth annual meeting of the Society of American Archivists, at Hartford, Connecticut, October, 1941.

repair those that needed repair, and then to provide them with the safest possible storage. A part of the problem was to arrange them, to know their contents, to furnish information from them, and to provide means for facilitating the securing of this information.

For the solution of this over-all problem the National Archives could not fully profit by obedience to the wise injunction boldly carved beneath one of the great stone figures which guard its Pennsylvania Avenue entrance, "Study the Past." There was no archival segment of that totality of human experience called history from the study of which this new archival agency could learn all the answers to the questions of policy and technique it must give. In assembling its staff, it could not bring to the solution of its problems men and women fully trained for their new duties either in universities or the school of experience. Training in state archival agencies, in record-keeping units of federal agencies, in libraries, and in the use of documents for purposes of scholarly research could help, and did; but no one of these trainings, nor any combination of them, was in itself sufficient to prepare one completely for the breaking of new ground that the National Archives was called upon to do. The problem was a new one in the United States, or, if one wishes, an old one so greatly magnified and so complex that experience on a smaller and simpler scale was no complete guide to its solution. Nor could more than partial help be had from Europe or other parts of the world. Studies were made, of course, and profitably continue to be made, of the practice of archival administration elsewhere. Nevertheless, while much has been learned that by wise and intelligent adaptation can be of profit, the National Archives to a large extent has had to learn from its own experiences. This was to learn by resort to the age-old method of trial and error.

In spite of its inexperience and the magnitude and complexity of the problems it faced, the National Archives has accomplished much during the past six years. It has made a preliminary survey of some three million cubic feet of records within the District of Columbia. It has planned and directed a more detailed survey by the Works Progress Administration of some four million cubic feet of federal records outside the district. After careful study it has recommended to Congress that authorization be given for the disposition of many tons of "useless" papers. It has appraised as worthy of preservation and brought into the National Archives building more than 350,000 cubic feet of records. It is conservatively estimated that the number

of individual sheets of paper in this great mass of records is more than a billion and a half. One can perhaps visualize them as standing like books on shelves and occupying a hundred miles of shelving. They have been fumigated and cleaned and placed on shelves or in containers in great concrete vaults which constitute by far the greater part of the building. In marked contrast to the conditions of their previous storage, they are carefully protected from thieves, fire, insects, sunlight, injurious chemicals and excesses or deficiencies of moisture in the air, and from other enemies of their continued existence. Barring some major archival cataclysm, more than a third of a million cubic feet of the most valuable records of our government are at last safely housed.

But the archivist is not a miser, storing up documentary treasures in order that he may gratify a perverted sense of possession, guarding them so zealously, hugging knowledge of them so selfishly to his bosom that though they continue to exist, they are of no use to a world which might otherwise derive real profit from a study of its past. The preservation of records is not an end in itself; records are preserved in order that they may be used. The use that is made of them, now or in the future, and the social profits derived from their use constitute the justification for the continued existence of the National Archives and of other institutions which have records in their custody.

The records in the National Archives have been used almost since the first truck load was placed in one of the stack areas. As their quantity has increased and as knowledge of their value for a wide variety of purposes has spread, their use by officials of the government, by university professors, by graduate students, by lawyers, and by many others of widely varying occupations and interests has steadily and rapidly grown. During the past fiscal year the total of services on records was more than eighty-seven thousand, or in the neighborhood of three hundred a day; and the greater part of these were for agencies of the government of the United States.

Three hundred fifty thousand cubic feet of records in the custody of the archivist constitute a mine of information on a surprisingly wide variety of subjects of value to administrators, to scholars, and to other searchers. But in order to make this information conveniently available, it is necessary that adequate finding mediums be developed, by the use of which members of the staff and others may locate desired information without undue expenditure of time. Various

types of finding mediums, in the form of indexes, registers, and the like, were sometimes made by the agencies which created these records; but for the purposes of the National Archives they are too frequently inadequate. Furthermore, important groups of records, as a result of their vicissitudes prior to transfer to the National Archives building, have become so greatly disordered that no satisfactory searches for information can be made in them and no completely adequate finding mediums prepared until they have been logically and orderly arranged.

The need for the preparation of finding mediums was recognized by those who planned the administrative organization of the National Archives in the early days of its existence. Influenced, presumably, by library administration in this country, provision was made for work on finding mediums by six separate operating units.[2]

A function of the Division of Accessions was to prepare "identification inventories," documents by which was effected the transfer to the legal custody of the archivist of the records described therein. A function of the custodial divisions (of which there are now sixteen), that is, divisions which have physical custody of groups of records, was to make detailed descriptive inventories of the records in their custody "for the use of other professional divisions and of searchers." A function of the Division of Classification was to develop "a logical and comprehensive classification plan" and a numbering system that would "positively identify each archival series in the various collections transferred to The National Archives." A function of the Division of Cataloging was to make use of the descriptive inventories produced by the custodial divisions and the classification plan devised by the Division of Classification for the development of a great central catalogue which would "facilitate the use of all archival series" and "aid searchers in locating specific subject information in the various archival collections." A function of the Division of Research was to make "for the guidance of searchers" cross-sectional studies of the collections in the several custodial divisions. A function of the Office of the Director of Publications was to compile and edit "guides, inventory lists, catalogs, calendars, and other instruments for facilitating the use of collections." Inadequate provision was made

[2] Perhaps I should explain that for the purpose of this paper I am interpreting the term "finding mediums" broadly to include not only all products of the work of the staff specifically intended "for facilitating the use of records," but also all which later served such uses.

for co-ordination and supervision of the finding mediums work of what were to become largely autonomous operating units and for utilizing knowledge based upon experience in the Division of Reference and elsewhere in attempting to secure information from records.[3]

For five years little progress was made in the preparation of finding mediums as such. The so-called "identification inventories," sometimes containing only a general description of large groups of records, sometimes containing fairly detailed and accordingly helpful listings of groups, were necessarily prepared in connection with the steady flow of records into the building; and in many cases, in lieu of anything better, they served as helpful though decidedly makeshift finding mediums. The Division of Accessions was abolished in 1938 and its function of preparing identification inventories was transferred to the custodial divisions. These divisions, because of their preoccupation with accessioning, disposition, reference work, and other pressing duties, and for other reasons, produced little in the form of "detailed descriptive inventories" of series or work preliminary thereto. Some helpful lists, however, such as one of logs in the Matthew Fontaine Maury collection, another of meteorological records, and a third of customhouse documents assembled for use in the settlement of French Spoliation Claims, were prepared. The Division of Classification, working independently of the custodial divisions, produced "classification schemes" for the records of the Food Administration, the Committee on Public Information, and a few other relatively small agencies. These may otherwise be described briefly as title line inventories of series or groups arranged in accordance with an attempted reconstruction of the administrative organization of the agency which created the records. The Division of Cataloging began the development of an archival card catalogue, using information chiefly obtained from accessions documents and such few classification schemes as were made available to it. But because of an attempt to work on the basis of accessions rather than record groups (to be later defined), because the catalogue entries were even briefer and accordingly less useful than information in other finding mediums on which they were based, because of the difficulty, if not the impossibility, of establishing subject headings adequate for the needs of searchers, and because of its incompleteness,

[3] Statements of functions have been taken from the *First Annual Report of the Archivist of the United States . . . 1935* (Washington, D.C., 1936), 13-18.

the catalogue did not prove to be a useful finding medium. The Division of Cataloging otherwise occupied itself with the preparation of helpful indexes to certain groups of records. The Division of Research produced no cross-sectional studies. In 1938 it was abolished and its functions reallocated to the custodial divisions and the Office of the Director of Publication (which became in 1941 the Office of the Director of Research and Publications). In the Division of Reference certain cross-sectional studies were undertaken, among them one on materials in the National Archives of value for the study of the maritime history of the United States, one on prefederal records in the National Archives, and one on federal records resulting from the adjudication of land claims in California based on Spanish and Mexican grants.

Insofar as finding mediums are concerned, the most fruitful activity of this period was the preparation in the Office of the Director of Publications of a comprehensive, though necessarily general, over-all description of records which were in the custody of the archivist by the end of 1939. This was published in 1940 as a book of 321 pages entitled *Guide to the Material in The National Archives*. Out of date even before it went to the printer, because of the steady inflow of records, it can best be supplemented, for general purposes, by reference to a processed series, issued quarterly, entitled *National Archives Accessions* and containing brief descriptions of newly accessioned records.

By the spring of 1940 there had been accumulated in the National Archives a considerable body of knowledge with which to attack the problem of finding mediums. This knowledge was based on study and experience in examining records for informational purposes, in assisting searchers, in attempting to create finding mediums, and in using such as had been prepared. The time had arrived, in the opinion of the archivist, to undertake a re-examination of the whole problem of finding mediums in the light of five years' experience. Accordingly, on March 1, 1940, he appointed a committee "to make a study of finding mediums and other instruments for facilitating the use of records in the custody of the Archivist," and directed it to make a report of its findings together with its recommendations thereon. For about nine months members of this committee gave much of their time to a study of the problem. The committee held fourteen lengthy sessions. At some of these, members of the staff were present to discuss their experiences and present their views. At

two meetings nonmembers of the staff similarly assisted the committee. Written expressions of opinions, prepared by fifteen division chiefs at the request of the committee, as well as certain other materials, were given careful consideration.

Early in 1941 the committee made its report. After examination of the recommendations therein, the archivist directed that there be put into operation a comprehensive plan for the preparation of finding mediums that effected a radical reorganization of previously existing procedures. As regards the preparation of finding mediums themselves, it was provided that, with few exceptions, they should be drafted by the personnel of the divisions which had immediate custody of the records concerned. They were to consist of (1) registrations of record groups, (2) a card catalogue of record groups based on these registrations, (3) preliminary check lists, (4) preliminary inventories, (5) inventories, and (6) finding mediums of other types such as calendars, lists of documents, special reports, indexes, etc. Identification inventories and guides were to be prepared as heretofore, and it was contemplated that the Division of Reference would make special reports on materials in the custody of more than one custodial division. The Division of Classification and the Division of Cataloging were abolished. Provision was made for centralized supervision and co-ordination of the work of the divisions by the assistant director of archival service and a co-ordinating unit in the Office of the Director of Archival Service, and for editorial work prior to processing or publication in the Office of the Director of Research and Publications. An Advisory Committee on Finding Mediums, composed of the assistant director of archival service, the director of research and publications, the chief of the Division of Reference, and two chiefs of custodial divisions, was appointed. This committee was directed to study continuously the finding mediums problem and to make to the archivist recommendations for such changes in practices and procedures with reference thereto as it might consider desirable. It was directed also to submit to the archivist its recommendations on projects proposed by custodial division chiefs for the final arrangement and inventorying of record groups, on divisional priority lists for such work and on projects for the preparation of certain finding mediums of other types.

Basic to the new plan is the concept of "record groups," a concept developed because of the often demonstrated need, for purposes of description as well as for other archival purposes, to think of and

work with the whole mass of records of the government as separate though broadly interrelated groups. The term "record group" is elastically defined, because of the varied character of records produced by multitudinous agencies of the government, "as a major archival unit established somewhat arbitrarily with due regard to the principle of provenance and to the desirability of making the unit of convenient size and character for the work of arrangement and description and for the publication of inventories." Each record group, when any part of it shall have been transferred to the custody of the archivist, is to be "registered." Each registration document is to include an appropriate name for the record group, e.g., Records of the Office of Indian Affairs, Records of the Office of the Secretary of the Interior, Records of Customhouses. This is to be followed by the designation, with inclusive dates, estimate of quantity, etc., of the part or parts of the group in the custody of the archivist, and summary information regarding quantity, inclusive dates, custodianship, and physical location of parts not yet transferred. It is expected that each "registration of record group" will not exceed one page in length, that soon they will be completed for all record groups represented in the National Archives, and that in the future they will be promptly revised or additional ones prepared as new material is accessioned. They will thus provide a brief, over-all, up-to-date, general description of records in the custody of the archivist and closely related records not yet transferred. It is planned that there will be developed also a card catalogue of record groups. In this catalogue will be main entry cards by name of the agency carried in the title of the group, and added entries for all predecessor or related agencies represented in the group. No subject entries are to be undertaken. This catalogue will thus be in the nature of an index to registrations of record groups by names of agencies represented therein.

It is expected that in the near future preliminary check lists will be available for all records in the building for which equally detailed finding mediums have not already been prepared. It is planned that each list shall cover "a conveniently separable part of a record group" or in some cases an entire group. In it the records are to "be described in any convenient preliminary order," the units of description to be "series, groups of series, or parts of series, or such other units as in a given case may appear to be desirable." Each list is to contain a brief introduction giving such readily available infor-

mation concerning the history of the records and the administrative units involved in their creation as may be helpful to persons using the list.

A next step in the making of finding mediums is to be the compilation of preliminary inventories of the record groups for which the body of material in the National Archives is sufficiently extensive or complete to justify such work, and for which preliminary check lists or similar documents have been prepared. This will involve the assembling and grouping of information in the check lists, the preparation of an over-all administrative history of the agency and its records, and "the integration and revision of all this data." It is required that these preliminary inventories be prepared as quickly as possible.

Preliminary check lists and preliminary inventories are intended to make available for staff use and for the guidance of other agencies and searchers such information descriptive of records as can conveniently be assembled within a short time after the records have been brought into the National Archives building. They are to be prepared in accordance with the belief that to the starving seeker after information half a loaf of a finding medium, even though it be half-baked, is far better than none. They represent an urgently needed compromise between immediately pressing needs and a distant realization of the elusive ideal of perfection. They are intended to be, however, only preliminary to the production of what, with all due reservations in the use of the word "final," are designated in the archivist's directions as final inventories of record groups. These are to be prepared as circumstances permit and in accordance with detailed plans for arrangement as well as inventorying, approved in each instance in advance by the archivist.

A final inventory, it is planned, is to contain as an introduction an account of the administrative history of the agency or agencies which created the record group; a discussion of the history, general character, and significance of the records; pertinent data concerning parts of the group not in the custody of the archivist, related records or papers, and existing finding mediums; and "an explanation of the character of the inventory." It is expected that for the most part the "units of description" will be series, but smaller or larger units may at times be used as the nature of the records and other circumstances make advisable. The entry for each unit is to include its title,

inclusive dates, information about its quantity, arrangement, and contents, necessary cross-references, and other pertinent matter.

It is contemplated that cataloguing, based on final inventories, may be undertaken. Sufficient reference has already been made to the fact that there is provision for the preparation of other finding mediums such as calendars, indexes, special lists and studies, etc., as circumstances make them desirable and their production possible.[4]

The sub-title of this paper reads: "An Appraisal of Six Years' Experience." I believe that adequate appraisal for the period before 1941 has, under the circumstances and for present purposes, been sufficiently indicated. As for the new plan, it has been in operation for too short a period for final judgment to be passed upon it. It appears, however, to be well and wisely devised to fit the special needs of the National Archives and may well be at least highly suggestive to other archival institutions. More specifically:

1) It is based, not on theory alone, but chiefly upon considerable experience and upon careful consideration of the views of many individuals.

2) It meets the pressing need for immediately available and usable finding mediums by providing for preliminary check lists and preliminary inventories, yet it provides for the ultimate preparation, as circumstances permit, of more nearly definitive finding mediums which should be of the greatest helpfulness in guiding interested persons to desired information.

3) It provides a definite, integrated program, to be implemented by specific instructions, necessary in a large organization, so that no operating unit concerned need any longer be in doubt of its part in the whole program.

4) It is, nevertheless, flexible. One should note the extent to to which such expressions as "preliminary," "convenient," "tentative," "readily available," "as may appear to be desirable," "as a rule," etc., appear in the archivist's statement of the plan. Adequate consideration has thus been given to the special circumstances of varied nature which characterize record groups and parts thereof.

5) It vests in the divisions which have custody of the records, which presumably have accumulated specialized knowledge as a

[4] The immediately preceding paragraphs are based upon and to a considerable extent contain paraphrases of as well as quotations from National Archives memorandums, from the Archivist to Heads of Operating Units, February 28, 1941, and from the Director of Archival Service to Chiefs of Custodial Divisions, June 9, 1941.

result of their many other duties, primary responsibility for the preparation of finding mediums.

6) It nevertheless provides for that centralized supervision and co-ordination which is essential in so large an institution as the National Archives.

7) It recognizes the experimental character of the work that has been planned, at least for the time being, and provides for continuing study of the problem of finding mediums and contemplates such future changes in practices and procedures as further experience may make advisable.

8) Finally, it makes provision to put into written form much of the knowledge of records now only in the minds of members of the staff. It should not be forgotten, however, that no written finding can ever entirely take the place of that finding medium which is the mind of an intelligent and zealous staff member.

PHILIP M. HAMER

The National Archives

RETENTION OF LIFE INSURANCE RECORDS[1]

HARTFORD, which you have honored by your attendance here in annual conference, is often called the home of insurance. That it is rightfully entitled to this distinction is evidenced by the fact that forty-five companies, engaged in varied lines of fire, life, or casualty insurance, have established their home offices in this city. Our oldest fire insurance company dates back to 1810; the oldest life insurance company, to 1846. Your coming to this insurance center for your meeting may have prompted the chairman of your committee to place this topic, "Retention of Life Insurance Records," on your program. He has asked me to talk fifteen or twenty minutes on the record problems of insurance companies, treating such matters as storage facilities, destruction policies, classes of records maintained, use made of the old records by the business itself, and something of their possible value to historians.

In its eightieth year one company completed a new home office building. Until that time it had retained all incoming correspondence, copies of all outgoing letters and practically all original records pertaining to the issue of policies and their termination by death, maturity, surrender, lapse, or otherwise, records relating to investments, mortgage loans, real estate transactions, etc., all manuals of rates and instructions to agents and original copies of much of the printed matter issued dating from its early days, to mention some of the numerous items. In effect, for fourscore years that company had kept nearly all its original records and discarded none. In many respects its files represented a treasure chest to one who finds delight in delving into the past. The inadvisability of burdening its new office space with the continued storage of such a vast amount of records, many of which were obsolete and seldom, if ever, referred to, was obvious. Some consistent and definite program for the elimination of unnecessary material already accumulated and for the future avoidance of such burdens was essential. This is a problem which confronts all business concerns sooner or later for eventually it becomes impossible to save everything. That filing space has a definite square foot value and unused files constitute both an expense and a liability cannot be overlooked.

[1] A paper read at the fifth annual meeting of the Society of American Archivists, at Hartford, Connecticut, in October, 1941.

In solving its problem as relates to storage facilities, the company in question set aside adequate floor area with substantial provision for the future, allocating definite space to different departments for storage of the inactive material for which such departments are primarily responsible. Ready accessibility of records for ease in consultation calls for care in the physical arrangement of files. Accordingly, a floor diagram is on file showing the location of all files, and accompanying this is a detailed alphabetical index of subject headings which indicates where the material in question is filed. This index and the floor map are so clearly arranged that no difficulty should be experienced in locating any desired records.

For storing such inactive material inexpensive steel transfer cases were provided to permit filing in a uniform manner. By using steel cases, the records were better protected and the fire hazard reduced. The question of adequate fire protection should receive consideration, although the modern steel and concrete office structure reduces such risk. While some companies have experienced serious fires and managed to overcome the resultant handicap of loss of records, reasonable precautions against such eventualities seem highly advisable. Loaded steel files constitute such a heavy dead weight that caution should also be exercised to avoid overloading beyond sound engineering limits. Undoubtedly the modern insurance office building provides a wide margin of safety in this respect, but nevertheless an undue concentration of load thoughtlessly placed might cause serious damage.

Determining what to discard and what to retain constitutes a real problem. An insurance company may issue each year thousands of policies. To carry to fulfillment the provisions of its undertakings it maintains numerous records covering the details of each contract. These records thus present a complete history of the individual transactions under each policy. A youth insured at the age of twenty or younger may live for fourscore years or more and during that time he may have arranged that at his death the proceeds of his insurance shall be retained by the company in trust over a further period of years for a grandchild. The life span of a single insurance undertaking may thus extend from seventy-five to a hundred years or longer. During that entire period a company should be able to furnish readily a complete history and answer any questions arising under the contract. Even for some period beyond, it should have the information available. Other contracts may cease shortly after issue

so that interest in them is only temporary in character. Such varying conditions demand recognition in the preparation of a destruction schedule.

The reason for retaining old records on policies which have completely terminated, apart from their historical value to company management and to the research student, is to facilitate answering possible questions that may subsequently arise. Probably many inquiries that would require searching old records are prompted by curiosity rather than any real need for information. Such situations may as a rule be met satisfactorily by a courteous explanation that the record sought has been destroyed in accordance with established practice. But there may arise some need of a record as legal evidence. Actually, such occasions will probably be very limited and even then, if necessary, the facts may often be established through other sources although the original record is destroyed. Balanced judgment must weigh these legal against the practical considerations in deciding how far to carry the destruction process. This may involve some compromises in viewpoint, but the final result should not deprive a company of reasonable protection against financial loss.

The company in question attacked this problem some seventeen years ago, not merely from the standpoint of its immediate needs at the time but to set up a procedure to be followed consistently in years to come. No hit and miss methods should prevail. Rather it desired a settled plan, agreed to by all definitely involved in responsibility therefor. Such a schedule was evolved, checked over and debated by those interested, approved as to possible legal aspects, adopted and put into effect.

Under it the elimination of obsolete material proceeded in an orderly fashion, resulting in the discarding of over twenty tons of paper. Periodically since, records which have reached the scheduled time limit have been destroyed, after proper authorization by the persons having supervision over the different sections of the files, who are held responsible for carrying out the program. For future reference a note is made showing the type of record destroyed and the date of disposal. Undoubtedly the schedule adopted is conservative, as might naturally be expected of a company which hitherto had destroyed nothing. The plan is not inflexible. Records now being marked for permanent retention may in future generations be discarded, for an established company never dies but expects to go on forever, even though death and other factors are constantly changing

its membership. Any procedure acceptable to one institution may not satisfactorily fit the needs of another company in the same line of business because conditions may differ.

Without attempting to outline all of the classes of records maintained, mention of certain principal records will follow.

Correspondence. Because of a possible historical value all letters received during the company's first twenty years were retained permanently. On reviewing subsequently received correspondence approximately 95 per cent was eliminated. Letter copy books of former days (written in long hand for many years) were retained. Later carbon copies of outgoing letters, each marked either permanent or temporary, were introduced into the general correspondence files, which is the present practice. An additional carbon is filed in the death claim, the agent's contract or whatever may occasion the letter and the temporary files are destroyed after one year.

Applications. The application is the basis for the insurance contract and here are filed all papers establishing the insurability of the risk originally or upon reinstatement, also any assignments, beneficiary changes or other instruments affecting the ownership of the policy. While the policy continues in force, the application is kept in the central active file.

Declined applications may be destroyed after ten years.

Similarly, applications on "Not Taken" policies, surrenders, lapsed without value, expired and matured endowment cases may be destroyed ten years after the company's liability thereunder has ceased.

On "Deads" the period is twenty years.

Abstract or History Cards are retained permanently as were the former policy register books which they superseded. This card furnishes a full history of the policy except that the record of the payment of premiums and of dividends credited is shown by the account or renewal card.

Account or Renewal Cards, as stated, record premium payments and are retained permanently, except on "Not Taken" policies which are destroyed within a year.

Accumulated Dividend Record Cards are retained permanently.

Agents' Accounts may be destroyed after fifteen years.

Agent's Contracts may be destroyed fifteen years after termination.

Bank Deposit Slips may be destroyed after ten years, which period seems unnecessarily long.

Cancelled Checks and Bank Statements are retained permanently.

Cash Books are retained permanently.

Circulars. Copies of all publications, circular letters to agents, and other printed matter published or issued by the company are filed in bound scrapbooks, kept in duplicate. This record for the early years, while far from complete, contains much interesting material.

Of passing interest may be an announcement issued in 1849 setting forth terms for insurance on persons joining in the California gold rush, conditions varying according to route taken, over the Plains, across the Isthmus, or around the Horn. Killed by Indians, died of fever, or lost at sea, appears not infrequently on these old records as the cause of death.

In the early days some conscientious clergymen vigorously opposed life insurance from the pulpit, contending that it was a sacrilege to speculate upon the duration of human life and a tempting of Providence. Of interest then is a circular issued in 1847 proposing that each congregation provide the necessities for a clergyman's family in case of his death by insuring its own pastor. Another early circular offered clergymen "a benefit" on any policies procured by their assistance. How successful such measures proved in enlisting the support of the church the files fail to reveal.

As now maintained, these scrapbooks should prove invaluable to future generations. Extra copies are retained for ten years and in some instances longer. A card index of subject headings is maintained indicating date of issue.

Commission Vouchers may be destroyed after ten years.

Directors' Minutes and Committee Records are retained permanently.

Ledgers are retained permanently.

Mortage Loans. All papers may be destroyed after ten years following payment except that the mortgage record card is retained permanently to furnish a history of the transaction, if required.

Pay Roll records are retained permanently.

Policy Loans. Papers on policy loans repaid may be destroyed after one year, while papers on loans cancelled from the policy value are retained permanently. Loan record cards are retained permanently in all cases.

Policies Returned. "Not Takens" are destroyed monthly.

"Surrenders" and "Matureds" may be destroyed one year after termination but the jackets containing correspondence pertaining to the transaction are retained for ten years.

"Deads" may be destroyed after twenty years.

Real Estate records are being retained permanently.

This briefly outlines one company's program for the retention and destruction of the principal types of records common to most companies. Other minor or subsidiary records of lesser importance have not been mentioned since not all companies employ the same methods and their usefulness in any event is generally short-lived. Discussions of the subject appearing in the *Proceedings* of the Life Office Management Association reveal that life insurance companies are keenly conscious of this problem.

What use does the business make of such old records, and what is their value to historians?

A number of older companies are now about to complete their first hundred years so that the issue of some historical reviews may be expected at the time of their centennials. Adequate records preserved will facilitate the preparation of such histories and it is to be hoped that as these companies embark upon their second century of usefulness, orderly and systematic methods for preserving future records for the benefit of posterity will have been instituted.

The development of company practices; changes in administrative policies relating to agency, investment or underwriting matters, for example; the adoption of new and the discontinuance of old features are all subjects of historical significance not only to the research student but likewise to a company management which can learn from the experience of its predecessors in office. Records bearing on such problems are of inestimable value.

Some thirty years ago one company, realizing that it had a considerable number of policy holders with whom it had lost all contact but to whom or whose representatives there were payable, in the aggregate, substantial amounts undertook a systematic search to find such lost members. All possible clues were followed, the search for some individuals continuing months and years. Dramatic and thrilling indeed are the tales of human interest revealed in these files.

With the outbreak of the present World War it became of interest to review the protective underwriting measures and the policy restrictions adopted in the first World War. Complete record files made possible the compilation of an exhaustive summary including original exhibits of all forms used. Some student could readily trace from the records an interesting study of the underwriters' changing viewpoint toward the flying risk as aviation has continued to develop

to its present stage. The limitations imposed upon the companies by the state insurance departments temporarily restricting the amounts which the companies were permitted to pay out under their contracts after the bank holiday of 1933 constitute another subject for studious research for which the records are available.

The records of an insurance company, properly preserved and maintained, may offer much of value to company management and to the historian. Sacrifice of irreplaceable records of true historical significance should be avoided, yet practical limitations should not be ignored. Intelligent study of the problem by those with experience in its varied phases is required, for undoubtedly there is much work that may be done along this line in individual companies. Your society with its broader contacts and experience, touching not merely one single type of business but dealing with many classes of institutions, can contribute richly to the solution of a growing problem becoming more acute with each passing year. Your co-operation and guidance based upon your wider horizon should prove of great value to companies interested.

HAROLD F. LARKIN

Connecticut Mutual Life Insurance Company

NOTES ON THE HISTORY OF PUBLIC ADMINISTRATION PROJECT[1]

IN the July issue of THE AMERICAN ARCHIVIST Mr. Karl L. Trever has an extremely interesting paragraph in his article, "Administrative History in Federal Archives." This paragraph brings the point of view of the archivist on the subject matter of administrative history. The paragraph follows:

> From the viewpoint of the federal archivist, administrative history is the study of the development, organization, functions, and activities of those agencies which have composed the national government. Special attention is given to procedures by which agencies come into existence, undergo changes as to organizational form or functions, and are absorbed or liquidated. It is largely a factual study—the investigation of when, how, and for what purpose agencies were established; the determination of their supposed or actual functions, their relation to each other and to the general pattern of government; the description of their internal organization as affected by changes in function, purpose, or jurisdiction; and finally the reconstruction of the history of their records. Generally speaking, discussion of the reasons for the establishment, change or discontinuance of agencies, or the critical appraisal of their work, is left for others to produce on the basis of the objective studies of the archivist.[2]

From the point of view of the students of public administration, administrative history draws its significance from a somewhat different context. For them the history of administration is an important source of understanding of the administrative structure of the present and of the probable and desirable directions which its future evolution will or should take.

Public administrators are a problem-solving species. Their problems are never-ending and often repetitive. Too often, like some members of the lower orders, they puzzle out their problems anew when they reappear from time to time. Students of history of administration have an obligation to record the succession of administrative problems and their solutions as a useful aid to those who must deal with contemporary problems of government.

Moreover, the teachers of administration have a special responsibility leading to a lively interest in this subject because it is they who

[1] Summary of address delivered at the fifth annual meeting of the Society of American Archivists, at Hartford, Connecticut, October, 1941.

[2] THE AMERICAN ARCHIVIST, IV (July, 1941), 160-161.

form the minds and the ideals of the administrators of the future. Students and teachers need to know the history of their subject for breadth and depth, for perspective and for understanding.

Finally, it may be said that students of public administration are among the architects of the administrative system of the future. Their influence is widely felt as they are called upon to advise and consult on problems of administrative organization and management. Three recent official reports and recommendations illustrate and continue the stream of influence which this group possesses: the report of the President's Committee on Administrative Management; the report of the President's Committee on Civil Service Improvement; and the report of the Attorney General's Committee on Administrative Procedure. Such responsible influence demands a clear appreciation of the philosophy, principles, successes, and failures of the administrative system of the past.

More specifically the student of the history of administration is interested in such topics as these:

1. The development of public functions and offices, their distribution among different levels of government, and the nature and consequences of the interrelationships of one administrative system with another.

2. The development of legal powers of public officials and their successive application to new economic and social problems.

3. The growth and nature of the public service and of the ideals which have governed it from time to time.

4. The growth of administrative structure, methods, and procedures, especially the function of top management and the administrative corps.

5. The changing character of the official and non-governmental controls which keep public servants within legal and other limits—judicial review, legislative direction, the impact of pressure groups.

6. The success or failure of all of these aspects of administration in the light of their objectives; and the reasons for success or failure; more broadly the consequences of administrative action upon the public economy.

7. The history of ideas about public administration.

The Committee on the History of American Administrative Institutions was appointed in the autumn of 1940, sponsored by its parent, the Committee on Public Administration, one of the units in the Social Science Research Council. Its members are Mr. Roy

Nichols, Mr. Solon J. Buck, historians; Mr. Julius Goebel, Jr., a legal historian; Mr. Lloyd M. Short, Mr. John M. Gaus, Mr. James Hart, and Mr. Leonard D. White, students of public administration, the latter acting as chairman. The function of the committee is not primarily to conduct research in this field, but to facilitate and encourage research. It is directed to proceed along any or all of the following lines as circumstances may indicate: to plan research, to keep investigators in touch with each other, to encourage theses and other writing in the field, to develop pilot studies, and in general to stimulate interest in contributions in this area. The committee is charged with responsibility of filling up one of the three major gaps in the intellectual equipment of students of administration, to wit: a more rigorous conceptual organization of the subject matter, a comparative analysis, and a history.

The time span of the history of American administration will necessarily begin with the period of colonization, although greatest emphasis will doubtless be placed on the period subsequent to national independence. The center of interest will naturally vary with the problem under scrutiny. Thus the emergence of administrative law enforcement covers principally the two decades 1830-1850; one significant period in the use of inspection apparently came to an end about 1820; on the other hand the perplexing problem of adjusting federal and state agencies in concurrent fields began in 1887. The "space" span will be in principle all-inclusive—federal, state, county, municipal, territorial, and colonial with their interrelationships.

From another point of view, the perspective of the committee is equally inclusive. That is, we are interested not only in top management, central direction, and the central staff and auxiliary services, but also in the varied range of line activities: police and fire, education and health, the regulation of business and the provision of services, the conservation of natural resources and the management of municipal utilities.

It is apparent from the foregoing that the committee has set itself a task which will not be completed at any proximate date, or indeed at any conceivable date. But it is true that history is never completely written and the task of the committee is to focus attention upon this important area rather than to exhaust scholarly efforts along these lines.

The first steps of the committee include the following:

1. A broad analysis of the field of administrative history, a preliminary statement of which has been completed.

2. A trial bibliography which in its first stage now includes about two thousand items.

3. The formulation of a few major inquiries, including the history of federal-state administrative relations, the evolution of administrative powers, the transition from judicial to administrative law enforcement, and pilot studies illustrating the possibilities of writing the administrative history of a state and of a city.

The sources of material include principally constitutions, laws and municipal ordinances, debates and journals of legislative bodies and of constitutional conventions; public documents emanating from official agencies, especially their annual reports and administrative documents; manuscript material of all forms, the official records and papers; biographies, autobiographies, diaries, and letters; newspapers and contemporary publications; and a wide variety of secondary sources.

The committee anticipates that considerable work will develop in due course of time for which the assistance of archivists will be extremely important. Students of administrative history need access to the materials in custody of the archivists as well as their intelligent guidance in finding and using manuscript data. They will profit also by the work in administrative history which archivists must do in order to handle their material effectively. More than that it is to be expected that archivists will themselves be writing administrative history beyond the immediate requirements of their official work.

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REVIEWS OF BOOKS

EMMETT J. LEAHY, Editor
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Manual of Information About the National Archives for Government Officials, Preliminary Edition. (Washington. The National Archives, December, 1941. Pp. v and 100. Processed.)

This manual describes the many services which the National Archives renders to other government agencies and the controls which it exercises over their activities. Its hundred or more pages show what a very considerable business the custody of federal records has become, and they serve to clarify that business, insofar as the National Archives is concerned, for the benefit of the thousands of federal officials who use the facilities of our public record office. The manual is definitely not a guide to the unofficial scholar who wants to know what collections the archives establishment has to offer him.

There is a great deal of good sense incorporated in the manual for the enlightenment of the busy bureaucrat. He finds on p. 1, for instance, that government records do not include working papers and rough notes not intended to be kept for record purposes, or extra copies of printed and processed material, or reference materials retained merely for use as sources of information, or records of a purely personal nature not pertaining to government affairs. It is clear that the archivist is not ready to receive any type of material, no matter how inconsequential, merely to fill the vast recesses of his mausoleum. There is also much common sense in the statements on pp. 3 and 4, obviously aimed at the agencies creating the records, to the effect that the whole program for the preservation or destruction of records "should be determined not later than the time they are filed." Timely consideration of the problem of the disposition of records no longer essential to the functioning of federal agencies will contribute, in some small way at least, to a solution of the space problem in Washington.

The official reader of the manual will learn exactly how to report non-current records of his agency that are without further value, how such records may be disposed of, what disposal may be made of records that have been photographed in the interest of space-saving, how to transfer to the National Archives records of permanent value, and how they may be used officially in the archives, or on loan from that establishment after transfer. The reader will also find answers to the often difficult question: What are the documents "having general applicability and legal effect" which must be filed with the Division of the Federal Register for publication in the *Code of Federal Regulations* and the *Federal Register* itself? If the text on the first twenty-eight pages

of the manual does not sufficiently clarify all of the procedures involved, more light will be found in the thirty-two documents set forth in the appendix.

The manual is ample evidence that the National Archives has formulated a well-rounded program for assisting federal agencies with virtually every phase of their records problems. It is to be hoped that the agencies will take advantage of the facilities thus placed at their disposal.

E. Wilder Spaulding

U. S. Department of State

Second Annual Report of the Archivist of the United States as to the Franklin D. Roosevelt Library, Hyde Park, N.Y., For the Fiscal Year Ending June 30, 1941. (Washington. 1942. Pp. 19. National Archives Publication No. 19.)

The first report of the Franklin D. Roosevelt Library contains the text and an analysis of the joint resolution of Congress establishing the library as well as the architect's description of the building, but the second annual report covers the organization period for the fiscal year 1940-1941.

The Franklin D. Roosevelt Library was formally dedicated on June 30, 1941, and on the following fourth of July turned over to the government of the United States which was to "provide such funds as may be necessary for the upkeep of the said Library and the administrative expenses and costs of operation thereof, including the preservation and care of historical material acquired under this title, so that the said Library shall be at all times properly maintained."

The joint resolution establishing the library provides that "the Archivist shall accept for the Franklin D. Roosevelt Library, as a gift from the donor, such collection of historical material as shall be donated by the donor" and the library is limited in the material it may acquire from other sources by gift, purchase, or loan to "historical books related to and other historical material contemporary with and related to the historical material acquired from the donor."

Manuscript material received from the President during the year amounted to approximately 1,563 linear feet and includes campaign correspondence and papers, 1924-1936 (198 feet); personal correspondence while governor of New York (46 feet); addresses as governor and president (10 volumes, typed); letters, reports and memoranda from Democratic Party leaders submitting analyses of the political situation throughout the country, 1933-1939 (6 feet); White House press releases, 1933-1939 (4 feet); press conferences, 1933-1940 (16 volumes, typed); correspondence on the Bonus Bill, 1935 (11 feet); relief authorizations, 1935 (4 feet); correspondence on the Judiciary Reorganization Bill, 1937 (35 feet); third term correspondence, 1937-1940 (37 feet); and the correspondence and papers of Louis McHenry Howe, 1913-1920, 1930-1936 (31 feet). Other manuscript material received in-

cludes the papers of Harry L. Hopkins as Works Progress Administrator, 1933-1938 (125 feet); and National Recovery Administration documents, 1933-1936 (230 feet).

Of printed material the library received 2,469 books of which 302 titles have been catalogued and 673 pamphlets from the President, and from other sources 1,319 books and 10,242 pamphlets, chiefly government publications.

The papers are preserved in fiber boxes which hold approximately three linear inches of material. The printed material, with certain exceptions, "is being arranged in a single subject classification based on that used by the Library of Congress," whose cards are used for cataloguing whenever possible.

Museum pieces to the number of 1,850 were received during the year from the donor and 500 chosen for display in the Main Exhibition Room, the Naval Exhibition Room, the Oddities Room (a title reminiscent of the remarkable collection in St. Louis which was presented to Colonel Lindbergh after his epic flight) and another exhibition room containing carriages, sleighs, and ice boats belonging to the donor and his family. For the exhibition rooms an admission fee of twenty-five cents is charged to the general public except for minors under twelve years of age, but there is no charge for research facilities.

The archivist of the United States appointed a staff for the library with Fred W. Shipman from the National Archives staff as director. For administrative details such as equipment, finances and personnel the library depends on the National Archives, of which it is a field agency. The expenditures for the year, including salaries, supplies, communication service, travel expense, equipment, printing and binding, etc., amounted to $23,405 which was paid from the appropriations for the National Archives.

Appendices supply the text of the joint resolution providing for "the establishment and maintenance of the Franklin D. Roosevelt Library" and an account of the dedicatory ceremonies.

SUDA L. BANE

Hoover Library
Stanford University

Union List of Microfilms: A Basic List of Holdings in the United States and Canada, issued by the Philadelphia Bibliographical Center and Union Library Catalogue Committee on Microphotography. (Philadelphia. 1942. Pp. xiii and 379. $4.00.)

This important mimeographed publication represents the first serious attempt to supply libraries and researchers with a much needed union list of the microfilm holdings in the United States and Canada. The 5,221 items in the main list and in the Addenda constitute the holdings of 102 institutions which submitted their lists to the committee, together with those of a number of other institutions the microfilm holdings of which were reported by the Library of

Congress union catalogue or which were otherwise determined. The list, to quote the preface, "unquestionably represents a very large proportion of the material on film owned by a very large majority of the major institutions in the country."

Except in a few instances, the items are arranged alphabetically by author or title, rather than by subject, and are numbered; published and unpublished works which have been microfilmed and included in this compilation are listed under the author, and anonymous works, together with newspapers and periodicals, are arranged according to title. Most of the microfilmed government publications are grouped under the country or state which issued them, such as the United States, Great Britain, Canada, and Indiana; and a limited number of miscellaneous items are listed under the depository which possessed the original, such as the British Museum.

In addition to the author and title, information essential to the purposes of a union list is included with each entry. Pertaining to the original printed item, the data relative to publisher, place and date of publication is usually given; in some cases the depository holding the original is named. In the case of unpublished manuscripts, the collections of which they form a part and the depository are given. There appears occasionally a brief enumeration of the contents of the text. Pertaining to the microfilm copy, the entry usually indicates the location of the masterfilm, the number of reels or frames, the size of the film if other than 35 mm., and whether the microcopy is negative or positive.

The list suffers from a few shortcomings, some of which arose from circumstances beyond the control of the editor. For various reasons, the list is incomplete: a few institutions failed to report their holdings; others had uncatalogued film, such as the mass which is being received by the Library of Congress from England under the emergency wartime program; extracts of items or items on short length strip film have arbitrarily been excluded from the list; and a considerable number of private holders of microfilms have not volunteered to list their resources. The books published in England before 1600 which are being filmed by University Microfilms, Ann Arbor, Michigan, have been omitted on the ground that the company has issued a catalogue of these books. It has not been made clear in the preface just what other collections, if any, have been omitted for the same reason. This is hardly a legitimate justification for omitting so important a body of materials, for by so doing the usefulness of a union list is impaired. One looks for the greatest possible completeness in a union list.

In a number of instances the entries appear to be incorrectly filed. Take for example the items on music: Would it not be more consistent to list the items by individual title, as was done in most cases, or to classify them under "Music" rather than list them under British Museum? The presence of titles on music under the entry of the depository breaks the consistency of the arrangement.

The list has important though limited uses. Because of the strict alphabetical arrangement of the items in the list, the searcher will necessarily first obtain the authors and titles on their want list from other bibliographical sources in order to use the *Union List of Microfilms* effectively. For instance, in the absence of a subject classification a user of this list could not easily locate *An Account of Louisiana . . .*, an anonymous work filed under "A," unless the correct title is known in advance. The list will serve valuably, "1) As an aid to libraries and possibly individuals in building up collections of specialized material; 2) As a tool to locate films and as a guide for interlibrary loan; 3) As a preventive of duplicate reproductions activities . . .; 4) As an aid in the shaping of a planned policy for further filming."

Naturally, this union list should be kept up-to-date by supplementary issues. Since is is desirable that information concerning texts which have been microcopied should be included in the Library of Congress union catalogue, the committee may be able to get even better co-operation from microfilm holding institutions if the cards submitted to the Library of Congress union catalogue could also be made to serve the purposes of this union list.

EDGAR L. ERICKSON

The University of Illinois

American Book-Prices Current; A Record of the Books, Manuscripts, etc., Sold in the Principal Auction Rooms of the United States During the Season 1940-1941, compiled and edited by Edward Lazare. (New York. R. R. Bowker Co., 1941. Pp. xxxii, 499. $10.00.)

The archivist who works with historical manuscripts, public archives, or business records should be familiar with this yearbook, even though its list price may be beyond the means of most of the workers in the profession. It is a useful index, for the period from September, 1940, to May, 1941, of the prices paid for manuscripts, rare books, and maps that were sold at a selected group of auction sales, or "public vendues," as the first book auction in America in 1713 was called. Edward Lazare is the capable editor of this Volume 47, the latest in the series that began in 1894, and his predecessors include Luther S. Livingston, who edited the volumes for the years 1894-1914, and Victor Hugo Paltsits, who did those for 1914-1916. The price of each of the items listed is the actual price realized, rather than a mere quoted figure, of course, and the entire quantity of material analyzed for the season brought a total of something over a million dollars. A selection of auctions was made for the purposes of this survey. Only five galleries are covered, three in New York City and two in Philadelphia, and only the fifty-odd sales handled by them are analyzed. Presumably other galleries have been omitted. For example, in a recent comparable year, 1934 (the latest year for which a complete list of auction catalogues is available), there were as many as twelve galleries, including some at Boston and Chicago, and a total of about seventy-

five sales were held, according to George L. McKay's *American Book Auction Catalogues, 1713-1934; A Union List* (New York Public Library, 1937).

The volume is organized into a 400-page section on "Books," an 80-page section on "Autographs and Manuscripts," a 2-page section on "Broadsides," and a single page on "Maps." Each of these sections is an alphabetical list of the items sold, and the entries are usually made by author and occasionally by publisher, title, or subject. The archivist will be most interested in the manuscripts section, but he should be reminded that the other sections occasionally list similar items, such as manuscript maps and autographed copies of books. The section on books is devoted chiefly to the usual assortment of literary classics, first editions, girdle books, and chap books, but also included are titles of important collections of published archives and historical manuscripts, such as the writings of American public men, publications of state and local historical societies, acts of colonial legislatures, and compilations of federal and state documents. Government publications, it would seem, are more and more coming to be regarded as valuable collectors' items.

In the section on manuscripts, most of the Americana listed pertains to the period from the Revolutionary War through the Civil War and includes, for example, a collection of 200 Henry Clay papers, a few war diaries, and numerous items written or signed by presidents and cabinet members. Washington and Lincoln autographs received the best prices: A 44-page diary of Washington in 1797 sold for $10,500, and a military pass, presumably one of the last documents signed by Lincoln before his assassination, brought $750. A sign of the archival times is the fact that business records have a real market value. Thus, $1,100 was paid for 211 pieces from the records of certain iron works in Virginia and Maryland for the years 1720-1754; $65 for a letter book of an Albany, New York, merchant in 1832; and $10 for a receipt book of a Boston merchant for the years 1764-1777.

The federal archivist will notice particularly the reappearance of items that long ago strayed from their proper niche in the nation's archives. Pieces of official correspondence of executive departments were sold, for example, and similar items are easy to find not only in auction records but also in most ordinary book dealers' catalogues, reminding us that a public record office—the one effective preventive and cure for this careless if not criminal dispersal of federal records—was not established for this country until 1934. Other items that had their origin in government offices, if they are not archival in character, are at least closely related to federal records. One curious item, for example, which brought $1,700, is a manuscript copy, on parchment, of the "Thirteenth Amendment" of "1864," signed not only by the president of the Senate and the speaker of the House but also—unnecessarily—by President Lincoln and thirty-six members of Congress. The date "1864" might indicate that this document may be a copy of the resolution that passed the Senate but failed in the House in 1864. The Thirteenth Amendment was actually not adopted

until January 31, 1865, and the original enrolled resolution of that date, which is in the National Archives, also carries the superfluous signature of Lincoln, without, however, the autographs of the congressmen. Another fascinating item is one that purports to be the "Map used by General Sherman in his March from Atlanta to Savannah, Nov. and Dec. 1864 . . .," which, according to an autograph attached to the map, had been given as a souvenir by Sherman to John A. Dahlgren, the Union admiral. Finally, there is a copy of a presidential proclamation of November 6, 1930, that carries the signature of President Hoover but not the normal countersignature of the secretary of state, Henry L. Stimson; both names, of course, appear on the original in the National Archives.

This yearbook, in addition to being a valuable price index, is in effect also a finding medium for the auction catalogues themselves, which sometimes carry fuller descriptions of the items and occasionally the names of the owners of the material. Thus the archivist is supplied with a useful aid in tracing the location of some of the manuscripts that have shifted into and out of private hands during the year. In Britain such wanderings, together with other kinds of transfers of manuscripts among private owners, are known as "migrations," and for many years they have been periodically recorded by the Institute of Historical Research in its *Bulletin*. A similar systematic listing of American migrations might be sponsored by the Society of American Archivists as a possible post-war project after the war-related activities of archivists have been brought to a successful conclusion.

MARTIN P. CLAUSSEN

The National Archives

Censorship 1917, by James R. Mock. (Princeton. Princeton University Press, 1941. Pp. xii, 250. $2.50.)

In establishing control over men's minds two complementary methods have long been used, the one positive, the other negative in its operation: propaganda and censorship. In *Words That Won the War*, Mock and Larson told the story of the more aggressive aspect of government control of opinion in this country during the first World War. In the present volume Mr. Mock completes the picture with a detailed description of the censoring activities of the various agencies of government, federal and state. It is a competent and illuminating study. Beginning with a brief review of the history of censorship in the United States with particular emphasis on the Civil War period, the author traces the development of censorship activities by state governments and the various agencies of the federal government during the years of the first World War culminating in the creation of the federal Committee on Public Information with its policy of "voluntary censorship" of the press, the passage of the Espionage and Trading-with-the-Enemy Acts of 1917 and the Sedition Act of 1918 and the issue of certain presidential executive orders, one of which set up

the Censorship Board. Chapters follow in which are described the organization and functioning of the Censorship Board and the details of censoring as applied to telegraphs, cable, and radio, to the mail of civilians and members of the armed forces, to the newspaper and periodical press, and to books and motion pictures. One chapter is given over to an account of the operation of the restrictions on free speech under the espionage and sedition acts. The book concludes with the story of the post-war hangover, reflected in such practices as red-baiting, deportation of aliens, criminal syndicalist and red flag laws and other devices intended to free this fair land of the foul taint of radicalism.

All this Mr. Mock relates with a wealth of detail and colorful incident which will make this study a handbook of reference and storehouse of ammunition for all those concerned with the defense of civil liberty.

The list of things which censors believed would give aid and comfort to the enemy or weaken the war effort of the United States contains many strange and wonderful items and adds force to the old cry of who will censor the censors. The substantial contribution of the volume, however, lies not so much in the interesting details of the deprivation of civil liberties in wartime—in this respect Mr. Mock adds to but does not greatly change the picture as we have known it—but in the story of how the machinery of censorship and suppression was set up and of the manner in which it actually functioned day by day. Based as this story is upon the records of the agencies and officials concerned, now preserved in the National Archives, *Censorship 1917* is an important contribution to the slim but growing body of studies in federal administrative history.

The value of this study for the scholar is somewhat limited by the author's evident interest in reaching a popular audience. Short paragraphs, snappy and at times misleading topic sentences, a preoccupation with description at the expense of analysis, at times a lack of precision of statement, omission not only of footnotes (a statement of source materials is appended) but often of identifying dates and a general concern with bringing incidents to a close before the reader's interest wanes—all these are familiar devices for winning and holding a reading public. If the style of presentation is, perhaps, not the most useful for officials faced anew with the problem of censorship in wartime and certainly fails to satisfy the student who desires greater exactness of statement and more careful and penetrating analysis, there is much to be said for the manner of treatment chosen by the author. The pressing need of the moment is to remind the public of the difficulties and dangers which beset censorship in wartime and to build support for the evident effort of the administration to avoid the mistakes made in the first World War and to administer with moderation and decency such restraints upon civil liberties as seem inescapable.

To the clarification of the difficult problem of the relationship of civil liberty and democracy in an age faced with the totalitarian menace this study makes little contribution. The author writes within the framework of the liberal

tradition but does not belong to the purist or 100 per cent school. The suspension of freedom of speech and press in wartime he regards as an evil but a necessary one, his concern focusing chiefly on the danger of the carry-over of a repressive mood and policy into peacetime when it is readily put to the service of suppressing economic and social dissent. Interesting as an illustration of the influence of present feelings upon past events is the statement in the concluding chapter that in the first World War "there was an actual enemy whose defeat was necessary if this government was to continue to be able to guarantee citizens their freedom of speech, of assembly, and of the press."

Louis C. Hunter

The American University

SHORTER NOTICES

EMMETT J. LEAHY, Editor
Box 6154, Washington, D.C.

The Care of Records in a National Emergency. Joint Report of the Special Committees of the Society of American Archivists on the Protection of Archives Against Hazards of War and on the Emergency Transfer and Storage of Archives, October, 1941 (Washington. 1941. Pp. 36. *Bulletins* of the National Archives, No. 3). In response to recommendations made by Waldo G. Leland in his presidential address to the Society of American Archivists, "The Archivist in Times of Emergency," the special committees named above were appointed and with the assistance of the National Archives they were able in a short time to complete this handbook. All of the information contained in it may, of course, be found elsewhere, in so many places to be exact that there has grown up as large a bibliography on the subject of the protection of records as there is on any other subject of archival administration. The importance of this report lies in the fact that it has condensed into very little space almost all that any practicing archivist need know about this subject.

The question of hazards likely to effect archives is discussed under two headings: hazards resulting from effects of emergency activities, and military hazards. A guide is next offered for those who must choose among their archives those materials which can be protected and those which cannot. Building and storage facilities are discussed, and finally there is a good section on the problems of evacuation if evacuation is the method of protection chosen.

Perhaps no fault should be found with a work of such uniform excellence but this reviewer it is hoped will be forgiven two caveats. He is not sure that the kinds of records which this report urges should be preserved before all others are very important. Materials which have been printed or otherwise reproduced have only a sentimental value, and where a choice must be made sentimental value should be sacrificed: the first constitution of Maryland has been lost for a long time without disastrous effect. Likely "safe" depositories described in this report are all above ground. Plans have been made to deposit the Maryland records below ground, and it would seem that where proper atmospheric conditions can be provided, a roof of solid rock of fifty feet or more should be infinitely safer than anything above ground either against enemy military action or the hazards of civil turmoil.—MORRIS L. RADOFF

A 43-page processed *List of Federal World War Agencies, 1914-20* was issued by the National Archives in December, 1941. This list was "compiled from a variety of sources for the information of members of the staff of The National Archives and others interested in knowing of the existence of the

agencies," and "contains not only emergency units created during the period but also certain bureaus and divisions of permanent agencies that appeared to have been considerably or entirely engaged in war work." A brief introductory statement calls attention to the fact that this listing does not reflect the structure of the government at any given moment. There is an indication which agencies listed are also found with their functions in *A Handbook of Economic Agencies of the War of 1917* (Washington, 1919. War Department, *Doc.* No. 908. Historical Branch, *Monograph* No. 3). It is surprising how much the National Archives has found it feasible to add to the handbook of 1917.

This publication, modest enough in itself but fully indicative of the kind of prime service which can be rendered and probably should have been rendered before this by the National Archives, happened to reach the reviewer's desk coincident with the Bureau of the Budget's classification of federal agencies in accordance with their supposed pertinence to the present war effort. In this matter of priority the National Archives has been included with that large group of agencies rated in the last of five classes. The follow-up normally to be expected for such a rating is ominous to someone in a Class 1 agency, the Navy Department, for example, who is fully aware of how intensive is the dependence of that department on services and facilities of the Division of Navy Department Archives and certain auxiliary units of an administrative, technical or housekeeping character in the National Archives. Classifications of this kind tend to be rough approximations. Fortunately there is no reason for not assuming that the lumping of the National Archives in the group of agencies which as a whole have least direct bearing on the war effort will be followed by a more discriminating classification. It is important, both that the National Archives should justify and that it should receive a more discriminating classification.—EMMETT J. LEAHY

A Library Classification For Public Administration Materials, by Sophia Hall Glidden with the assistance of Dorothy Marchus (Chicago. Public Administration Service and the American Library Association. 1942. Pp. xv, 512). This revision of the Anderson-Glidden scheme of classification for libraries in the field of public administration and political science is an interesting example of pragmatic classification, including some features of the Library of Congress, Dewey, Brussels, and other classification schemes.

While the title is probably a slight misnomer, i.e., it is a classification for public administration libraries rather than public administration materials, it, nevertheless, does form the best available classification scheme for small, special collections in this field.

An attempt has been made to accommodate libraries which employ the original scheme by retaining the main classes with a few exceptions. However, considerable shifts have taken place in the subjects covered by subdivisions of

the main classes, so that extensive reclassification will be necessary in any library using the Anderson-Glidden classification scheme which wishes to shift to this expansion of that classification. Many of these changes are inevitable results of the growth of some of the subjects covered by very minor subheadings in the earlier edition into subjects justifying larger divisions and subdivisions of their own. Furthermore, entirely new concepts have come to the fore since the publication of the earlier edition, and place has been made for these in this classification scheme.

There appears to be a certain amount of unevenness in treatment of subjects related to, though not directly a part of, the field of public administration, but, as a whole, this classification scheme should be a very useful tool for the newer libraries in the field of public administration, which can use it without a major program of recataloguing and reclassification.—RALPH R. SHAW

The *Guide to Depositories of Manuscript Collections in North Carolina* (Raleigh. The North Carolina Historical Commission, *Bulletin* No. 41, 1940. Pp. 18) contains information obtained by the questionnaire method and prepared for publication by the Historical Records Survey, Work Projects Administration. Information concerning such manuscript collections as those in federal and state offices as such and in commercial or family hands is excluded. That included concerns fifteen collections held by a museum; the state historical commission; city and county libraries; and fraternal, religious, and academic institutions. Depository descriptions include official title, address, name of custodian, service hours, historical sketch, housing facilities, holdings, finding mediums, and bibliographical references. Holdings descriptions vary in length from three or four lines to more than one page. For the larger depositories only representative collections are mentioned. The index, despite prefatory assurance to the contrary, is missing. By and large however the *Guide* is a distinct credit to the Work Projects Administration.—W. NEIL FRANKLIN

In a long and carefully documented article, "El Archivo Nacional de Chile," *Revista de Historia de América*, Núm. 11 (México, Abril de 1941), 47-78, Ricardo Donoso, the director of the *Archivo Nacional* of Chile, traces the evolution of the institution from its foundation in 1844, when it was a branch of the Office of Statistics. The discussion is of limited extent, the principal part of the essay consisting of copious quotations from the laws and regulations established at various times to govern the various record conserving agencies, which were established since the middle of the nineteenth century. An important step in the evolution of the *Archivo Nacional* took place in 1875, when the judicial archives of the provinces of Santiago and Valparaíso were organized. Later, in 1887, the *Archivo General de Gobierno* was created to have custody of the noncurrent files of the principal administrative departments,

but its organization was not actually completed until 1904. Meanwhile, the National Library had begun to accumulate a considerable collection of historical documents, many of which had originated in the public archives of the captaincy-general of Chile or during the early years of the republic. In 1925, the manuscript collection of the library became a separate institution, the *Archivo Histórico Nacional.* Finally, in 1927, the *Archivo General de Gobierno,* the judicial archives, and the *Archivo Histórico* were merged to form the present establishment, although organization was not completed until 1929, when elaborate regulations governing the internal administration of the agency became effective.

The *Archivo Nacional* is not an independent establishment, but is a division of the General Administration of Libraries, Archives, and Museums, which in turn is a dependency of the Ministry of Education. This arrangement is similar to that which exists in other Ibero-American countries.

Donoso quotes extensively from the rules established in 1929, discusses briefly the principal documentary groups, presents a short descriptive bibliography relating to the history of the *Archivo Nacional,* and lists the published guides and inventories.

Although presenting a forthright narrative of the historical development of the *Archivo Nacional,* the article fails to offer much information concerning the practical problems of operation. Regulations concerning accessions are discussed at length, but nowhere does one find any intimation as to the effectiveness of enforcement. Furthermore, Donoso does not infer the existence of other problems of archival administration, such as the practices followed in disposing of useless papers. Nevertheless, the essay is a valuable and helpful contribution to our knowledge of an important phase of public administration and archival economy in Hispanic America.—RALPH G. LOUNSBURY

In its *Fourth Annual Report, 1940-41,* the Hayes Memorial Library, Fremont, Ohio, offers the first fruits of a recently initiated policy to publish abstracts or list investigations completed as dissertations in American universities during the preceding year. The program is naturally restricted to items concerning the period on which the library concentrates, 1860-1900, but includes "anything of interest to American life" as its criterion of subject. The service should prove exceedingly valuable once it is established that this list is more complete than the several others now available. The abstracts, averaging about five hundred words in this first summary, and the bringing together of dissertations which are obscured in other lists by mechanical divisions of subject that frequently have no more significance than the department under which the investigation was conducted, mark the Hayes list as a really valuable bibliographic service to any investigator in the province of the humanities in America during the years 1860-1900. Coupled with the library's policy of extensive microfilming of

unpublished researches, a bibliographic service second to none seems to be in the offing.

Interesting accessions are described in narrative and notice of the work of the staff members is taken. There is also comment on the grants of assistance made by the Hayes Foundation and of the assistance the library renders the recipients.—Charles W. Paape

NEWS NOTES

KARL L. TREVER, Editor
Box 6154, Washington, D.C.

THE SOCIETY OF AMERICAN ARCHIVISTS

The sixth annual meeting of the Society will be held at Richmond, Virginia, October 26-27, 1942, with the Virginia State Library serving as host. William J. Van Schreeven, head archivist of the Virginia State Library, is in charge of local arrangements. Although the discussion undoubtedly will be concerned with the role of the archivist in wartime, it is hoped that a sufficient variety of papers can be presented to represent the Society's broad field of interest. Suggestions for the program are being sought by Harold S. Burt, Connecticut State Library, Hartford, who is chairman of the program committee. Plans for the program must be initiated promptly, and suggestions, either for specific papers or for the general character of the meeting, should be addressed to Mr. Burt.

Lloyd A. Brown of the William L. Clements Library, University of Michigan, has accepted the chairmanship of the Society's committee on maps. His name should be added to the list of committee chairmen published in THE AMERICAN ARCHIVIST for January, 1942.

On October 6, 1941, the Society adopted an amendment to its constitution providing that "honorary membership may be extended to any persons chosen by a two thirds vote of the full membership of the council who have achieved eminent distinction in the field of archival economy, or who have rendered eminent and unusual services to that field or to the Society." Under the provisions of this amendment, the council voted, on October 7, "to elect to honorary membership in the Society the Honorable Franklin D. Roosevelt." The following letter was addressed to the President of the United States by Dr. R. D. W. Connor, president of the Society:

January 30, 1942.

The PRESIDENT
The White House
Washington, D.C.
My dear Mr. President:

At its annual meeting in Hartford, Connecticut, October 6-7, 1941, the Society of American Archivists amended its constitution so as to provide for a limited number of Honorary Members, and then did itself the honor of electing to honorary membership the Honorable Franklin Delano Roosevelt.

It gives me great pleasure to be the Society's medium for transmitting to you the enclosed certificate of your election and to express its hope

that you will do it the honor to accept this expression of its regards.

The Society was organized at Providence, Rhode Island, on December 30, 1936, and held its first annual meeting in Washington, June 18-19, 1937. In spite of its youth, it has already attained a fair degree of maturity. It carries on its roll almost every person in the United States engaged officially in archival work as well as many others of similar interests; publishes a quarterly journal, *The American Archivist*, which has already earned a creditable place among the professional periodicals of the country; and has been accepted into full fellowship among American learned societies.

Its members are grateful for the interest which you have shown in the creation and work of The National Archives, The Franklin D. Roosevelt Library, and many other analogous institutions, and recognize the fact that that interest has been one of the most important factors in the development of archival science in our country. They hope that you will continue to show your interest as the first Honorary Member of their national society.

It is a happy coincidence—the happier because not planned—that this letter is dated and the certificate forwarded to you on your sixtieth birthday. That coincidence enables me not only personally but also as the representative of the members of the Society to send you their greetings and their hopes and prayers that you may, in strength and health, have many happy returns of the day when you may enjoy them in well-deserved quiet and peace with the blessing of your fellow countrymen.

With highest regards, I have the honor to be

Respectfully,

(Signed) R. D. W. Connor
President

Members of the Society and archivists throughout the nation will be interested in the reply received from the President. The Society has been granted permission to publish the text of Mr. Roosevelt's letter to Dr. Connor:

THE WHITE HOUSE
WASHINGTON

February 13, 1942.

My dear Dr. Connor:

May I tell you how very much honored I am by my election as an Honorary Member of the Society of American Archivists?

I need not tell you of my lifetime interest in the building up of archives throughout the nation—especially because of my own personal interest in the naval history phase and the local Dutchess County material.

At this time, and because of the conditions of modern war against which none of us can guess the future, it is my hope that the Society of American Archivists will do all that is possible to build up an American public opinion in favor of what might be called the only form of insurance that will stand the test of time.

I am referring to the duplication of records by modern processes like the microfilm so that if in any part of the country original archives are destroyed, a record of them will exist in some other place.

This involves, of course, a vast amount of work because of the volume of federal, state and local archives of all kinds—but I think that a broad plan would meet with hearty public support if it could be properly publicized.

The Society can count on my continued support in the fine work which it is doing.

Always sincerely,
(Signed) Franklin D. Roosevelt

Dr. R. D. W. Connor, *President,*
The Society of American Archivists,
Chapel Hill,
North Carolina

A certificate of membership was presented to the President, the wording of which is given herewith:

THE SOCIETY OF AMERICAN ARCHIVISTS

In Recognition of His Eminent Service
To the Field of Archival Economy
And of His Interest in
The Preservation of Sources for Research
Into the History of the American People
Has Elected

FRANKLIN DELANO ROOSEVELT
President of the United States of America

To

HONORARY MEMBERSHIP

(Signed) R. D. W. Connor
President
(Signed) Philip C. Brooks
Secretary

Washington, D.C.
October 7, 1941

A resolution of the Society expressing its deep appreciation of the work of Dr. R. D. W. Connor as first archivist of the United States and wishing him success in his new work at the University of North Carolina was voted October 6, 1941. In response to a letter from the proper officers of the Society trans-

mitting the resolution to him, Dr. Connor addressed the following letter to Dr. Waldo G. Leland and Dr. Philip C. Brooks:

January 27, 1942.

Dr. WALDO G. LELAND, *President*
Dr. PHILIP C. BROOKS, *Secretary*
The Society of American Archivists
Box 6154
Washington, D.C.

Gentlemen:

I wish to express to you both my very sincere appreciation of your letter of October 22, 1941, transmitting to me the resolution adopted by the members of the Society of American Archivists at the annual business meeting held at Hartford, Connecticut, on October 6, 1941, with reference to my work as Archivist of the United States. This expression of approval from the members of our craft is deeply gratifying to me and I trust that you will be able to find some means of letting them know how deeply I appreciate it.

With best wishes

Very sincerely yours,
(Signed) R. D. W. CONNOR

A Federal Records Conference under the auspices of the Society of American Archivists was held Tuesday evening, January 27, in the American University Club Room of the All States Hotel in Washington, D.C. The subject "Transferring Records to the National Archives" was discussed by Forrest Holdcamper, Office of Records Accessioning and Preservation, the National Archives, and L. E. Donaldson, assistant chief, Communications Division, Department of Agriculture. Emmett J. Leahy, director of Records Coordination, Navy Department, presided. Consideration was given, not so much to the routine of physical transfer, as to what records to transfer and when, records systems that facilitate transfer, the feasibility of periodic transfers, and related problems. A second conference was held Wednesday evening, February 25, in the auditorium of the National Archives. The subject "Disposal of Government Records" was discussed by O. E. Carlton, chief, Field Records Subdivision, Chief Clerk's Division, Veteran's Administration, and Herman Kahn, chief, Division of Interior Department Archives, the National Archives. The Honorable Alfred J. Elliott, chairman, Committee on Disposition of Executive Papers, United States House of Representatives, presided. The problem of eliminating nonpermanent records, including the planning for disposal by evaluation and segregation in advance, was discussed.

War conditions may make the maintenance and increase of membership in the Society more difficult than usual, but the urgent need for the protection of cultural treasures, promotion of the war effort by efficient records admin-

istration in all kinds of organizations, and preservation of adequate records of current activities intensifies the value of intelligent attention to archival problems. The Society, therefore, can be of great service. Suggestions as to new members and maintenance of the present membership are of unusual value at present. Suggestions should be addressed to the chairman of the membership committee, Martin P. Claussen, Box 6154, Washington, D.C.

The National Archives

The National Archives has recently been reorganized so that the professional archival work is planned, co-ordinated, and reviewed by three new officers: a director of records accessioning and preservation (Marcus W. Price, formerly assistant director of archival service); a director of research and records description (Oliver W. Holmes, formerly chief of the Division of Interior Department Archives); and a director of reference service (Philip M. Hamer, formerly chief of the Division of Reference). The positions of director and assistant director of archival service and of director of research and publications and the Division of Reference have been discontinued. Dorsey W. Hyde, Jr., formerly director of archival service, has been appointed special assistant to the archivist; Herbert E. Angel, assistant to the archivist and acting chief of a new Division of Information and Publications; Philip C. Brooks, assistant director of records accessioning and preservation; Herman Kahn, chief of the Division of Interior Department Archives; and Daniel F. Noll, formerly microfilm consultant on War Department records for the Work Projects Administration, associate microfilm technologist. Roscoe R. Hill and Arthur E. Young have been loaned to the Department of State and Robert H. Bahmer to the Navy Department to assist in dealing with records problems in those agencies. Almon R. Wright is serving as acting chief of the Division of State Department Archives in the absence of Dr. Hill.

A file of some 250,000 photographic reproductions of views, sketches, portraits, maps, broadsides, posters, and other documents relating to military affairs and other phases of American history has recently been transferred to the National Archives by the Historical Section of the Army War College. Material relating to the first World War, including photographs taken by the Signal Corps and prints obtained from other government agencies, from private sources, and from the British, French, Belgian, German, and other governments, constitutes over a third of the file.

A handbook of federal World War agencies, 1914-1920, which will contain information concerning the organization, activities, and records of about 3,500 units of the government that participated in defense, wartime, or postwar activities, is being compiled by the National Archives. A *List of Federal World War Agencies, 1914-20* (43 p.) has been compiled as a preliminary step in this undertaking, and copies of it may be obtained from the Division of Information and Publications of the National Archives.

The records of the defunct National Recovery Administration, now in the National Archives, have been of particular usefulness to the War Production Board (formerly the Office of Production Management) and to other emergency agencies in providing comprehensive data of relatively recent date on the problems of American business and industry. A special finding medium analyzing these records, particularly the economic studies made by the National Recovery Administration itself, was recently issued in co-operation with the Office of Production Management under the title *Materials in the National Recovery Administration Files of Interest to the Office of Production Management and Other Defense Agencies* (162 pp.). In order better to familiarize government officials, chiefly those in the newer emergency agencies, about the services of the National Archives available to them, there was recently issud a *Manual of Information About The National Archives for Government Officials* (v, 100 pp.).

Reproductions of a letter book of the Creek Trading House, 1795-1816 (1 volume), confidential and unofficial letters sent by the Office of the Secretary of War, 1814-1847 (2 volumes), letters concerning military affairs sent by the same office, 1830-1836 (4 volumes), and letters sent by the Washington Superintendency of Indian Affairs, 1867-1872 (2 volumes), are recent additions to the file microcopies of the National Archives. Positive prints of these reproductions are available at cost to interested institutions and individuals.

President Roosevelt's historic letter requesting the President of the United States in 1956 to appoint as a cadet in the United States Military Academy at West Point Colin P. Kelley III, the son of Captain Colin P. Kelley, Jr., of the United States Army Air Corps, who sank an enemy battleship in the waters off the Philippine Islands, has recently been on exhibition to the public in the exhibition hall of the National Archives. In entrusting the document to the National Archives the President directed that it be preserved and presented to whoever is president fourteen years hence. This document will be exhibited from time to time, according to Solon J. Buck, archivist of the United States, but as a rule will be kept in the special files of the National Archives in a vault in the office of the archivist. Arrangements have been made for a reminder to be carried forward from year to year in the office of the archivist so that the letter will not be lost sight of in the decade and a half until it is to be delivered.

Other historical documents of current interest which have been exhibited by the National Archives include photographs illustrating the military careers of General Douglas MacArthur and his father, General Arthur MacArthur, taken from the files of the War Department; letters and photographs of the inventor, Thomas A. Edison, pertaining chiefly to his experiments for the army and navy during the first World War; and documents selected from the nation's archives bearing the signatures of George Washington, William Henry Harrison, and Abraham Lincoln, American presidents who were born in the month of February.

The Franklin D. Roosevelt Library

Papers recently transferred to the Franklin D. Roosevelt Library by the President include letters, memoirs, and diaries of various officers of the United States Navy, 1775-1898; Mr. Roosevelt's diplomas and certificates of membership in various organizations, 1905-1941; copies of letters, reports, and memoranda received by the Office of the Secretary of the Navy from naval units and bureaus, 1913-1920; and copies of the official stenographic reports of the President's press conferences, January-June, 1941. Material recently acquired relating to the history of Dutchess County, New York, includes correspondence and other papers of the DePeyster family, 1697-1865, and diaries, notebooks, and bird-banding records kept by Maunsell S. Crosby of Rhinebeck, New York, 1909-1931.

The *Second Annual Report of the Archivist of the United States as to the Franklin D. Roosevelt Library* (19 pp.), just published, describes the activities of the library during the fiscal year 1940-1941 and includes a descriptive list of material deposited in the library by the President or acquired by it from other sources to June 30, 1941. Copies of the *Report* may be obtained from the Division of Information and Publications of the National Archives, Washington, D.C.

Committee on Conservation of Cultural Resources

The Committee on Conservation of Cultural Resources was established in March, 1941, by the National Resources Planning Board with the immediate purpose of collecting and disseminating information and promoting measures for the protection of cultural resources. At the request of the President, it has also undertaken to "prepare plans for the protection of material of cultural, scientific or historic importance in the possession of agencies of the Federal government." Permanent responsibilities include the planning of long-range programs for the broadest and wisest use of the nation's cultural facilities. The committee is composed of the librarian and chief assistant librarian of Congress, the archivist of the United States, the executive officer of the National Archives, the director of the National Gallery of Art, the associate director of the United States National Museum, the commissioner of public buildings, the supervisor of historic sites of the National Park Service, the director of the American Association of Museums, the executive secretary of the American Library Association, the director of the American Council of Learned Societies, and representatives of the Committee on Passive Protection against Bombing, the American Institute of Architects, the War Department, and the Office of Civilian Defense.

Since the outbreak of war, the committee has materially expanded its activities. A small executive committee has been set up under the chairmanship of Collas G. Harris, executive officer of the National Archives, and Dan Lacy,

formerly assistant national director of the Historical Records Survey, has been made full-time secretary of the committee. State committees on conservation of cultural resources have been established in almost every state to co-operate with the national committee in the execution of its program. The chairmen of these committees are as follows:

Chairmen of State Committees,
Committee on Conservation of Cultural Resources

Alabama: Mrs. Marie B. Owen, director, Department of Archives and History, Montgomery, Alabama

Arizona: Mr. Mulford Winsor, director, Department of Library and Archives, Phoenix, Arizona

Arkansas: Mr. Fred H. Harrington, Department of History, University of Arkansas, Fayetteville, Arkansas

Connecticut: Mr. James Brewster, state librarian, Hartford, Connecticut

Northern California: Mr. Robert Rea, librarian, San Francisco Public Library, San Francisco, California

Southern California: Mr. Edgar L. McRae, chief, Research and Records Section, Work Projects Administration, Los Angeles, California

Colorado: Mr. Malcolm G. Wyer, Denver Public Library, Denver, Colorado

Delaware: Mr. Leon de Valinger, Jr., state archivist, Dover, Delaware

Florida: Mr. John J. Tigart, president, University of Florida, Gainesville, Florida

Georgia: Mr. E. Merton Coulter, Department of History, University of Georgia, Athens, Georgia

Idaho: Mr. Allen B. Eaton, director, Historical Records Survey, Work Projects Administration, Boise, Idaho

Illinois: Mr. L. Hubbard Shattuck, Chicago Historical Society, Chicago, Illinois

Indiana: Mr. Christopher B. Coleman, director, Historical Bureau, State Library, Indianapolis, Indiana

Iowa: Mr. Forrest Spaulding, librarian, Des Moines Public Library, Des Moines, Iowa

Kansas: Mr. Kirke Mechem, Kansas State Historical Society, Topeka, Kansas

Kentucky: Mr. T. D. Clark, Box 183, Nashville, Georgia

Louisiana: Mr. E. A. Davis, state archivist, Baton Rouge, Louisiana

Maine: Mr. Alexander Bower, Portland Society of Art, 111 High Street, Portland, Maine

Maryland: Mr. Morris L. Radoff, archivist, Hall of Records, Annapolis, Maryland

Massachusetts: Mr. Robert G. Rosegrant, Museum of Fine Arts, Boston, Mass.

Michigan: Mrs. Lewis G. Vander Velde, curator, Michigan Historical Society, Ann Arbor, Michigan

Minnesota: Mr. Theodore C. Blegen, University of Minnesota, Minneapolis, Minnesota

Mississippi: Mr. William D. McCain, director, Department of Archives and History, Jackson, Mississippi

Missouri: Mr. Oscar C. Orman, librarian, Washington University, St. Louis, Missouri

Montana:

Nebraska: Mr. S. A. McCarthy, acting director of University Libraries, Lincoln, Nebraska

Nevada:

New Hampshire: Miss Thelma Brackett, librarian, State Library, Manchester, New Hampshire

New Jersey: Mr. Julian Boyd, librarian, Princeton University, Princeton, New Jersey

New Mexico: Mr. Frank C. Hibben, Museum of Anthropology, University of New Mexico, Albuquerque, New Mexico

New York City: Mr. Francis H. Taylor, director, Metropolitan Museum of Art, New York City

New York State: Mr. R. W. G. Vail, librarian, State Library, Albany, New York

North Carolina: Mr. C. C. Crittenden, director, North Carolina Historical Commission, Raleigh, North Carolina

North Dakota:

Ohio: Mr. Henry C. Shetrone, director, Ohio State Archaeological and Historical Society, Columbus, Ohio

Oklahoma: Mr. James W. Moffitt, secretary, Oklahoma Historical Society, Oklahoma City, Oklahoma

Oregon: Mr. L. S. Cressman, director, Oregon State Museum, Eugene, Oregon

Pennsylvania: Mr. William E. Lingelbach, University of Pennsylvania, Philadelphia, Pennsylvania

Rhode Island: Hon. Armand H. Cote, secretary of state, State House, Providence, Rhode Island

South Carolina: Mr. Robert N. S. Whitelaw, director, Gibbes Art Gallery, Charleston, South Carolina

South Dakota: Mr. Herbert S. Schell, Department of History, University of South Dakota, Vermilion, South Dakota

Tennessee:

Texas: Mr. Donald Coney, librarian, University of Texas, Austin, Texas
Utah:
Vermont: Mr. John Clement, National Advisory Council, Historical Records Survey, Rutland, Vermont
Virginia: Mr. Wilmer L. Hall, state librarian, Richmond, Virginia
Washington: Mr. Charles W. Smith, librarian, University of Washington, Seattle, Washington
West Virginia:
Wisconsin: Mr. Ira Edwards, director, Milwaukee Public Museum, Milwaukee, Wisconsin
Wyoming:
Puerto Rico: Mr. Adolfo DeHostos, Ponce de Leon Avenue, Stop 1, San Juan, Puerto Rico.

The Committee on Conservation of Cultural Resources has issued a leaflet on *The Protection of America's Cultural Heritage* and a general handbook on *The Protection of Cultural Resources against the Hazards of War.* Copies of these can be obtained from Collas G. Harris, chairman of the executive committee, Room 112, the National Archives Building, or from the state chairmen listed above. The committee has also initiated a survey, being undertaken by the Historical Records Survey, to determine what libraries, museums, galleries, archival agencies, and similar institutions in safe areas will be able and willing to accept the temporary deposit of books, manuscripts, records, museum objects, works of art, and similar materials now located in areas exposed to enemy air attack. Information concerning such depositories may be obtained from Mr. Harris or the state chairmen.

In the field of long-range planning for the better conservation, wider availability and more effective use of cultural resources, the committee now has under consideration such a postwar program for state and local archives.

Library of Congress

Among recent accessions to the Manuscripts Division of the Library of Congress, the following may be noted from the many of particular interest to American archivists: 4,844 photoprints, 229 pages of transcripts, and 6,810 photofilm pages of manuscripts in Spanish and Mexican archives, fifteenth to seventeenth century, an additional gift from the Carnegie Institution of Washington; two box-portfolios of papers, collected by Mary L. Webb, pertaining to land grants and land companies in North America, seventeenth to nineteenth century; five box-portfolios of notes and entries for a proposed guide to materials for United States history in the archives of the Netherlands and the Scandinavian countries, thirty-nine packages of plates and negative prints pertaining to American history from manuscripts in Scottish, Portuguese, and

Spanish archives, mainly seventeenth and eighteenth century, an additional gift from the Carnegie Institution of Washington; papers of the Preston family of Virginia, microfilm of 10,590 pages of manuscript and 526 pages of two indexes; a manuscript notebook kept by Capt. Christian Myers from 1778 to 1780, consisting mainly of army orders issued to troops under Generals Lafayette and John Sullivan and from Washington's headquarters; two box-portfolios of papers pertaining to the Continental Congress, collected by W. C. Ford; three box-portfolios of transcripts of county records of Tennessee, 1791 to 1896; nineteen volumes of records of the Presbyterian Church in Washington, D.C., May 11, 1824, to June 8, 1936; Herndon-Weik collection of papers of Abraham Lincoln and material relating to him, comprising over 2,000 pieces (restricted); 231 notebooks of Waldo G. Leland containing material relating to American history in libraries and the Archives des Affaires Ètrangères, Paris, 1907 to 1927; eight box-portfolios of papers relating to the Paris Peace Conference, 1918-1919, and six scrapbooks containing materials relating to social functions at the White House, 1933-1940 (restricted). Many interesting additions also have been made to various manuscript collections already known to be in the Library of Congress. Persons interested in a more detailed listing of the recent accessions will find such a record printed in the January, 1942, issue of the *American Historical Review*, pp. 443-446.

Mrs. Franklin D. Roosevelt recently presented to the Library of Congress twenty-one manuscripts and recordings of her Sunday evening broadcasts. The recordings were requested by the library as a substantial contribution to its recording library and laboratory which was set up two years ago under a grant from the Carnegie Institution.

Of interest to those responsible for the protection of cultural materials against the hazards of war is an article by the librarian of Congress, Archibald MacLeish, entitled "The Library of Congress Protects its Collections," published in the American Library Association *Bulletin* for February, 1942, pp. 74-75, 144. Mr. MacLeish reports that the library's "principal treasures are already in places of security. The originals of the Declaration of Independence, the Constitution of the United States, the Articles of Confederation, the Lincoln Cathedral copy of Magna Carta . . . and the St. Blasius-St. Paul copy of the Gutenberg Bible—these and other materials beyond value, are in the safety of an inland depository many miles from Washington, under maximum security against any dangers now anticipated. Still other treasures—maps, manuscripts, rare books, prints, music, and even certain of our irreplaceable catalogs have already left us under guard for places much less likely than Washington to be attacked from the air. Additional materials are now in course of shipment."

American Library Association

The tentative program of the sixty-fourth annual conference of the association, which will be held in Milwaukee, Wisconsin, June 22-27, 1942, includes two meetings devoted to archival matters, one of which will be concerned with "defense aspects of archives." Among the speakers will be Marcus W. Price of the National Archives, who will speak on the effect of the rules of evidence on methods of caring for archives, and Collas G. Harris, chairman, executive committee of the Committee on Conservation of Cultural Resources, whose address will be concerned with the protection of archives against the hazards of war.

Foreign News

It has been reported in the book section of the New York *Times* for February 1, 1942, that "the first step has just been taken toward the preparation of the official [British] history of the war." The government has appointed a committee, headed by E. A. Benians of St. John's College, Cambridge, to advise on the plan of the work. Other English scholars appointed to serve are C. T. Flower, deputy keeper of public records, and Messrs. G. M. Trevelyan, F. M. Powicke, G. N. Clark, R. H. Tawney, J. D. Mackie, E. H. Carr, and H. B. Butler.

The British Records Association continues its drive to prevent "indiscriminate destruction of documents" as waste paper. The association has compiled and issued jointly with the Historical Manuscripts Commission a *List of Places Where Accumulation of Records May Normally be Expected.* Issued primarily for the information of the Regional Commissioners for Civil Defense, who are in a position to make known as widely as possible the association's anxiety to help owners of records in the task of evacuation from dangerous areas and in the salvage and repair of damaged documents, the list will also serve as a foundation for better protection, preservation, and use of all kinds of archives throughout the country after the war. The list runs to over eighty closely typed foolscap pages.

The death of Sir Henry Maxwell-Lyte, deputy keeper of public records from 1886 to 1926, is reported in the ninth annual report of the British Records Association.

Bulletin No. 13 of the Technical Section of the British Records Association contains material of interest on decipherment of charred documents, examination of burned documents, and the application of microphotography to archives.

The following note of interest is quoted from the January, 1942, issue of the *American Historical Review*, p. 449: "It is now definitely established that most of the documents of the Belgian ministry of foreign affairs are in Great Britain. Those who had occasion to use the archives in Brussels will remember that they were not stored in shelves but in boxes, so that they could be quickly removed if the necessity arose. The precaution was well taken and the foresight rewarded. 'All our archives and documents are in safety,' writes the Belgian *chef de bureau*, 'except a few which are without historical importance.' Presumably the successful removal of the documents to Britain was due to the efforts of Mr. Henri Lambotte, who is still at his post with the government now in London."

The report of the Public Archives of Canada for the year 1941 is now available.

The Public Archives of Nova Scotia has published as Volume 2, Number 4, of its *Bulletin* "A Documentary Study of Provincial Finance and Currency, 1812-36," prepared by J. S. Martell.

The destruction of the records of the British South Africa Company pertaining to Southern Rhodesia were the subject of debate in the legislative assembly of that colony on July 2, 1941. The chartered company had taken a large body of its archives to its London headquarters when it relinquished its authority to the crown in 1922. Efforts were begun almost immediately to effect their return to the colony, but few documents were returned. In May, 1941, the records were destroyed by fire resulting from bombing near the office of the company in London. A motion of censure specifying negligence on the part of the company for having failed to move its records to a zone of greater safety led to a discussion of the merits of evacuation and decentralization of archives, during the course of which reference was made to Richard B. Morris's article "The Challenge of Historical Materials," THE AMERICAN ARCHIVIST, IV (April, 1941), 91-116, at p. 92-93. It was noted by the prime minister in his response that the company housed the records in a steel strong room, specially built and approved by London authorities as providing reasonable protection for human life against incendiary and high explosive bombs. The space had been regularly used as a shelter for about forty-five persons as well as for the records. Several members of the assembly contributed comments on the importance of archives in the conduct of administration and in the preparation of history.

The Archives Department of Southern Rhodesia was organized on September 1, 1935. The archivist was active in making arrangements for the return of the company's archives; one of his first duties involved travel to London

to negotiate the transfer of the material to his depository. He was not entirely successful in completing his mission, but through subsequent negotiation was able to arrange for a semi-annual listing of materials ready for transfer to his custody. Such listing was begun, but the outbreak of the war postponed their delivery, and the bombing of London brought on the destruction of the papers.

An article by Harry M. Lydenberg in the February issue of the American Library Association *Bulletin*, pp. 91-94, describes the new American library, the Biblioteca Benjamin Franklin, which has been established in Mexico City under the direction of the American Library Association. Mr. Lydenberg is the director of the new library.

Persisting in its plan of enriching its collections, the National Archives of the Dominican Republic has acquired microfilm of Volume I of Santo Domingo Consular Letters, June, 1837-September, 1859, from the National Archives in Washington, D.C.

Publishers' Weekly for January 17, 1942, p. 212, reports that "irreplaceable manuscripts and literary treasures were destroyed in the Japanese bombing of Manila on December 27th, when the 354-year-old church of Santo Domingo and its library were reduced to a mass of rubble. The great library of 20,000 volumes was completely wiped out. It contained manuscripts, archives and histories written by the Dominican fathers since Spaniards first came to the Philippines. . . . Among the documents destroyed . . . were manuscripts from Dominican missions in China and Indo-China, which only a few months ago had been brought to Manila for safety." According to the same report, the library of the College of San Juan Lateran, also filled with irreplaceable manuscripts, was a victim of the raids, but a statement of the damage done has not yet been received.

Alabama

Mrs. Marie B. Owen, director of the Alabama Department of Archives and History, writes that the department has recently received from Mr. Wallace Parham of Mobile, several thousand items including manuscripts, scrap books, church minutes, records of civic, fraternal and patriotic organizations, and business establishments relating to Mobile and the South.

Colorado

Mr. Herbert O. Brayer has been appointed archivist of the Denver and Rio Grande Western Railroad Company. The archives is being established as a regular department of the company.

District of Columbia

A new Office of Records Co-ordination has been established in the Office of the Secretary of the Navy. The functions of this office will be the "planning, co-ordinating and administration of systems, methods and procedures pertaining to the organization, service, preservation, reduction, transfer and distribution of files and records of the Navy Department and its field offices. Among the immediate objectives is the provision of expert advice and assistance in clearing of needed space by the transfer of valuable records to the National Archives and the prompt elimination of valueless records as provided by law, the segregation and elimination of records of transitory value as they accumulate and the withholding of non-record or surplus material from the files. The utilization of microphotography and other methods of document handling and control, in an expanded program, will be one of the prime objectives of the plan." Mr. Emmett J. Leahy, formerly of the National Archives, has been appointed director of the new unit. Mr. Robert Bahmer has been detailed by the National Archives to the new office as chief of the Transfer, Appraisal and Storage Section; Mr. William Muller, formerly of the Division of Communications and Records, Agriculture Department, has been appointed chief of the Procedure Analysis and Organization Section; and Joseph P. Brennan, formerly of the Recordak Corporation, is to be chief of the Microfilming Section.

According to a report printed in the January 11 issue of the New York *Times*, some of the most valuable art treasures of the nation, including

> irreplaceable objects from the Smithsonian Institution and the National Art Gallery, have been stored in bombproof shelters or otherwise safeguarded against damage from air raids. Books, documents, and paintings are being removed from the National Museum, Phillips Memorial, Freer and Corcoran Art Galleries. Some will be stored in safe shelters in the Capital, others moved to Midwestern cities where they will be displayed, and still others may be stored in postoffices and depositories in other parts of the country. . . . Primary objects, those considered priceless and irreplaceable will be stored; secondary objects will be protected from bomb fragments and shrapnel but will be kept on display as long as possible; other articles will remain on exhibition and galleries and museums will continue and even expand their regular programs and lecture series.

The Columbia Historical Society at its annual election on January 20, 1942, elected Allen C. Clark, president; Fred A. Emery and Wade H. Ellis, vice-presidents; Newman F. McGirr, secretary; and John Claggett, chronicler. Charles B. Bates, Robert E. Mattingly, Theodore W. Noyes, Mrs. Walter G. Peter, and Laurence F. Schmeckebier were elected to the Board of Managers.

Georgia

Mrs. Louise F. Hays, director of the Department of Archives and History, reports that she has compiled from various sources and had bound a volume concerning the Indian councils and treaties involved in the cession of Indian lands to the state between 1705 and 1837.

Indiana

Pliny H. Wolfard has been appointed assistant archivist in the Archives Division of the Indiana State Library. He will succeed John D. Williams, resigned.

Iowa

The Iowa State Historical Department has taken over for use in handling the archives of the state a well built brick building known as the Kasson Memorial building, one block from the present seat of the department in Des Moines. The building has been taken on a lease with option of purchase and is a temporary arrangement until a building for the state can be constructed. Its use by the state will make possible a better care of many valuable state records.

In response to a movement for more interest in local history and proper preparation for the celebration of the centennial anniversary of the state of Iowa in 1946, a number of counties have recently organized historical societies. Among these are Buchanan, Cerro Gordo, Guthrie, O'Brien, Osceola, and Union.

Representatives of local historical societies and others interested in Iowa history met in Des Moines on October 11, 1941, and completed the organization of the Iowa Association of Local Historical Societies. Henry K. Peterson of Council Bluffs was elected president, and Mrs. Gertrude Henderson of Sioux City was elected secretary. In addition to directors at large and directors chosen from congressional districts, the State Historical Society of Iowa and the State Department of Archives and History are to be represented by two directors each. Serving for the society are Miss Ethyl E. Martin and Mr. John E. Briggs; for the department, Messrs. Ora Williams and Kenneth E. Colton.

Kentucky

The Kentucky State Library Association has urged in its report on library planning in Kentucky that the appropriations for the State Department of Library and Archives be increased.

Louisiana

Arthur E. Gropp, librarian of the Middle American Research Institute, is the compiler of a *Guide to Libraries and Archives in Central American and the West Indies, Panama, Bermuda and British Guiana.* It is published by the Tulane University press and sells for $5.00.

William R. Hogan, assistant archivist of the Department of Archives of Louisiana State University, reports that Miss Beatrice Carlton has been appointed registrar of manuscripts in place of Lewis E. Newman, resigned. Mrs. Mary Alice Leet has been appointed secretary of the department in place of Mrs. L. C. Thibodeaux, also resigned.

Maryland

Morris L. Radoff, archivist of Maryland, described the methods of preservation of old records employed at the Hall of Records in an address before the October 13 meeting of the Maryland Historical Society. Mrs. Ruth Krebs exhibited materials used in the process of repair.

The Washington *Star* of February 13, 1942, reports that Maryland official papers and documents dating back to 1653 are being permanently recorded on microfilm. From 600 to 800 pages per day are being reproduced. Two or three years will be required to finish the work.

Massachusetts

Francis P. Keough has been promoted to fill the position of assistant, Harvard University Archives, to succeed Robert W. Lovett, who has entered the military service. The archives has conducted an inventory of the records in the various university offices as a war measure, and the most valuable early records have been placed in a vault in the new Rare Book Library. The Rare Book Library is housed in a new building recently opened for the first time. The building is regarded by many as a "new point in the scientific care, study and display" of rare books and manuscripts. According to a note in the December 1 issue of *Library Journal*, p. 1029, the new building does not contain a bombproof vault because it was believed that "no vault constructed now could be counted on to be safe five years hence, and partly because of the expense. Harvard plans to follow the general plan adopted abroad of scattering its treasures in selected places further removed from military objectives . . . . Keyes D. Metcalf, director of the library, is on the official committee to plan such evacuation when and if it should become advisable."

Minnesota

The Minnesota Historical Society reports that during the quarter ending September 30, a total of 470 requests for information based upon manuscript census records in the society's collections was handled in the manuscripts division. Birth certificates based upon data in the census records were supplied to 261 individuals. Miss Henrietta Berge has been transferred to the museum to act as an assistant in that division. Miss Phyllis Sweely has been named assistant in the manuscripts division. Miss Beatrice Edgar of the same division now devotes all her time to working on census records and other archival material. Recent accessions of the society include papers of William B. Dean, pioneer wholesale hardware merchant at St. Paul and state senator, 1891-1894, who was active in the movement to build the present state capitol, which shed light on the Great Northern Railroad strike of 1894 and the work of the National Monetary Commission; letters and reports of Charles E. Flandrau, who was Indian agent at Traverse des Sioux, 1856-1863, which have been copied on microfilm from the originals in the National Archives; letters of Charles H. Steffins of Racine which depict life at a state normal school and in the teaching profession in the Middle West during the years 1878-1899; manuscripts and printed material assembled by Lynn Haines while editing the *Searchlight on Congress* during the years 1916-1927; papers of the Business Women's Holding Company of Minneapolis, 1925 and 1926.

New York

Miss Dorothy C. Barck, for many years editor and head of the Research Department was appointed librarian of the New York Historical Society on January 1.

The New York Historical Society has recently acquired the Model D of the Microfile Recordak machine together with the Model C Recordak library film reader, so that its photographing department is now equipped to furnish photostats, photographs, and microfilms. With its enlarging machine, it can furnish prints up to five feet in size.

A news release to the New York *Times* on February 16, 1942, reports that Hamilton College, Clinton, New York, is making a conscious effort to preserve in the college library a complete record of Hamilton's year by year development. Complete phonographic recordings are made of significant college events, and the records are kept on file. Supplementing the recordings, Hamilton College has obtained complete equipment necessary for taking and projecting motion pictures. Eventually the college plans to prepare yearly a newsreel to "serve as an historical document." Written and printed records also have a major place in the program. Minutes of important committee meetings,

previously unrecorded, are now being kept and filed with the expectation that they will be photographed after the war and thus receive permanency.

Teachers College of Columbia University has appointed a Committee on Protection of Valuable Possessions to be headed by Mr. Max Brunstetter. The work of the committee, according to a report to the New York *Times*, February 8, 1942, has thus far been largely a census-taking matter, but plans are being made to safeguard all valuables in special vaults at the university.

Columbia University has recently acquired one of the world's most famous collections of books, manuscripts, and museum pieces dealing with printing and the allied graphic arts. Known as the American Type Founders Library, the collection is said to be the largest and most complete in this country. It contains more than 80,000 items, including manuscripts of Benjamin Franklin.

The historical papers of the Daughters of the American Revolution were described at a forum of the society's filing and lending committee, held Wednesday, January 4, in New York. Mrs. William H. Pouch, president general, reported that the society's ancestry records have been microfilmed as a safety measure.

Frederic R. Stevens, supervisor of public records, New York State Department of Education, has addressed the following circular to "All Custodians of Public Records":

THE UNIVERSITY OF THE STATE OF NEW YORK
The State Education Department
Albany

March 4, 1942.

To All Custodians of Public Records in New York State, including State, County, City, Village and Town Officers:

The chairman of the Committee on Conservation of Cultural Resources and the Archivist of the United States have jointly issued a circular advising that all useless records be disposed of at this time in order to supplement the supply of paper stock. They also call attention to the fact that at this time paper stock may be sold so as to reduce the cost of the inventory required before the records may be destroyed.

This Department approves the suggestion but calls your attention to section 1197 of article 46 of the Education Law:

> *Destruction of public records.* No officer of the state or of any county, city, town or village or other political division of the State, or of any institution or society created under any law of the State, shall destroy, sell or otherwise dispose of any public record, original or copies, or of any archives, in his care or custody or under his

control, and which are no longer in current use, without first have advised the Commissioner of Education of their nature and obtained his consent.

In making the necessary inventory care must be taken that no record having legal or historical value be destroyed. In case there is any question as to the value of a record, it should be set aside pending a decision by this Department and if found useless included in a later request for permission to destroy.

In making application to this Department for permission to destroy useless records, sort them into groups, that is, "Audited and Paid Bills," "Cancelled Checks," etc., then give (a) the first and last date of records involved; (b) approximate number of records involved; (c) the opinion of your attorney that these records have no further legal value.

This application will receive immediate attention.

Respectfully yours
(Signed) FREDERICK R. STEVENS
Supervisor of Public Records

NORTH CAROLINA

The North Carolina Historical Commission has recently published a *Chart Showing Origin of North Carolina Counties*, which was prepared by D. L. Corbitt and L. Polk Denmark. A *Guide to the Manuscript Collections in the Archives of the North Carolina Historical Commission*, prepared by the North Carolina Historical Records Survey Project, has also been published by the commission. All publications of the commission are free except for a mailing fee of twenty-five cents. There is no mailing fee for the chart mentioned above.

OHIO

Curtis W. Garrison reports that the Hayes Memorial Library has received the John B. Rice Collection containing letters, business and family papers relating to activities of Dr. Rice, a prominent physician who served during the Civil War as surgeon-in-chief of the 15th Army Corps and of the District of Memphis, and as a member of Congress, 1881-1883.

The recently issued fourth annual report of the Hayes Memorial Library includes a list, with abstracts, of unpublished doctoral dissertations relating to American history, 1865-1900.

OKLAHOMA

Recent accessions to the collections of the Oklahoma Historical Society include films showing the inauguration of Governor E. W. Marland in 1935; a collection of Choctaw Indian documents; a collection of portraits and photographs of notable Oklahomans, including Indian chieftains; the minutes

and proceedings of the General Grand Chapter of the Eastern Star, 1876-1898 and 1901-1916; a collection of local historical records presented by officers of certain country historical societies; and a collection of artifacts from prehistoric mounds in Oklahoma. The society is reported as planning to purchase a microfilm reader in the near future.

Pennsylvania

"The Pennsylvania Bibliography" referred to in the last issue is making such progress that the project will probably be completed by the end of 1942. The historical commission has allocated funds for its publication in its current budget.

The 1942 annual meeting of the Pennsylvania Federation of Historical Societies will be held in Harrisburg on April 16. Mr. Leon de Valinger, archivist of Delaware, will be the principal speaker. He will discuss methods utilized in his state to develop a suitable archival program, including a modern archives building.

The following paragraphs, published in *Pennsylvania History* for January, 1942, pp. 71-72, are worth quoting in their entirety:

> A meeting of the archives committee [of the Federation] was held in Bethlehem on October 11 in connection with that of the Pennsylvania Library Association. Mr. Stevens, acting as secretary to the committee, reported on his personal examination of the Connecticut archival establishment at the time of the meeting at Hartford of the American Association for State and Local History. Studies of the archival legislation of Delaware and of New York also were discussed. The committee agreed that the ultimate objective should be to secure an adequate building for archives and history as a unit in the state capitol group at Harrisburg. Inseparably associated with this aim is the matter of obtaining necessary legislation to establish proper control over both state and local government records of historical value by the state archival authority. It is clear that little can be done to put Pennsylvania abreast of Delaware, Alabama, and similar states in this respect until there is suitable space for housing records.
>
> Members of the committee agreed to continue the study of archival practice in other states and to examine the possibility of necessary legislation for the improvement of Pennsylvania's archives as a matter to be brought to the attention of the federation's legislative committee. Miss Dorrance was authorized to take up with Governor James and Superintendent Haas the matter of additional space for the archives division of the state library in the education building. The advisability of making a careful study of existing legislation with a view to increasing the effectiveness of its application was considered, and the state librarian was requested to ascertain especially what powers of direction over state

and local archives are already authorized by law. Fruits of the committee's work are already apparent in the fact that at its November meeting in Pittsburgh the Pennsylvania convention of the D.A.R. . . . adopted resolutions indorsing the movement for a state archives building.

The Philadelphia Bibliographical Center and Union Library Catalogue has published, as part of the co-operative library program now under way in Philadelphia, a list of materials available on microfilm. A Committee on Microphotography was appointed and requested copies of shelf lists of titles on microfilm from various libraries. The objective of the program was to encourage co-operative purchasing, to secure more materials for use within a given area, and to compile a list of titles representing microfilm holdings. The committee was interested in complete volumes, sets, or series, not in individual pages or small filming jobs. Master negative files from which positives could be procured were of particular interest. A review of this list appears on one of the preceding pages of this issue.

Texas

Virginia Leddy, of the Dallas Historical Society, reports that Karl L. Gowin, formerly of the Rochester Museum of Arts and Sciences, has joined the staff of the society. Recent accessions of the society include a collection of 111 posters of the first World War period, a gift of Mrs. Florence M. Rodgers of Dallas.

Virginia

Lester J. Cappon, consultant in history and archives at the University of Virginia, has been appointed by the Social Science Research Council's Committee on the Control of Social Data to make a study of state and local activity and materials pertaining to the first World War, and to draw up a comprehensive plan for the collection of present war materials in the several states.

Harris H. Williams has been placed in charge of manuscripts in the Rare Books and Manuscripts Division of the Alderman Library, University of Virginia. Mr. John W. McCutcheon will be in charge of rare books. Mr. Williams succeeds George H. Reese who is on leave of absence due to military service. As indicated in the last issue of THE AMERICAN ARCHIVIST, John Cook Wyllie, director of rare books and manuscripts at the Alderman Library, and curator of the Tracy W. McGregor Library at the University of Virginia, has been granted leave of absence. He is at present serving with the American Field Service in the Middle East. Mr. Wyllie's "List of the Texts of Poe's Tales" was published recently in *Humanistic Studies in Honor*

of John Calvin Metcalf, issued by the University of Virginia. The first two publications of the Tracy W. McGregor Library have been published during the past year under Mr. Wyllie's editorial supervision: *Dunmore's Proclamation of Emancipation, With an Invitation to the McGregor Library . . .* (1941) and *Thomas Jefferson and his Unknown Brother Randolph, Twenty-Eight Letters Exchanged Between Thomas and Randolph Jefferson . . .*, with an Introduction by Bernard Mayo (1942). Mr. Wyllie's duties at the university are being performed temporarily by Francis L. Berkeley, Jr.

Wyoming

Miss Lola M. Homsher has been appointed to succeed Mrs. Inez Babb Taylor, resigned, as assistant historian of the State Historical Department.